



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Office of the Schools Division Superintendent

January 8, 2025

DIVISION MEMORANDUM

No. **01-007** 2025

**CONDUCT OF PERFORMANCE PLANNING AND COMMITMENT
FOR CALENDAR YEAR 2025**

To: Assistant Schools Division Superintendent
Curriculum Implementation Division (CID) Personnel
School Governance and Operations Division (SGOD) Personnel
Office of the Schools Division Superintendent (OSDS) Personnel
All concerned
This Division

1. Following DepEd Order No. 2, series of 2015 titled *Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education*, this office hereby informs the subjects above of the conduct of RPMS Phase I- Performance Planning and Commitment for Calendar Year 2024 on **January 23-24, 2025** at **8:00am-5:00pm** the Teachers' Training Center, Schools Division Office, Dapa, Surigao del Norte.
2. The activity aims to:
 - a. implement the Phase I. Performance Planning of the DO 02, s. 2015;
 - b. set quarterly targets for the CY 2025 of the three functional divisions per Office Functions Compendium and planned activities for the attainment of the annual performance targets reflected in the DEDP and produced Office Work Plan;
 - c. set individual performance targets and produce Individual Work Plan per Position Competency Profile (PCP) and program;
 - d. accomplish and finalize Expenditure Matrixes of activities of the functional divisions
 - e. align the planned activities with the direction of the office; and
 - f. develop a culture of accountability and shared responsibility among the program owners.
3. Prior to the conduct of the activity, the chiefs of the functional divisions, in coordination with the Planning and Finance Units, shall have a prework on the planned activities and the corresponding budgetary requirements chargeable against Division MOOE. The CID and SGOD shall exclude monitoring allowances, communications, and fuels and lubricants in the Office Work Plans. For OSDS, the Administrative Office V shall spearhead the planning.
4. The focal persons whose programs have Sub-Allotment Release Orders (Sub AROs) are required to prepare Work Plans aligned with the existing program



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implementing rules and regulations. Fund requirements shall be adjusted accordingly once funds are available.

5. The three Functional Divisions shall utilize and accomplish the Work Plan and PPMP Templates (Enclosures 1 and 2).
6. During the activity, all participants shall bring following:
 - a. copies of individual Position Competency Profile (PCP) and the Office Functions Compendium per functional division;
 - b. Quality Control Policy (QCP) based on the declared processes and subprocesses per unit.
 - c. laptops; and
 - d. extension wires
7. The participants in this activity are the SDS, ASDS, Division Chiefs, EPSSs, PSDSs, Section Heads, and program owners in OSDS, CID, and SGOD.
8. This directive shall serve as the Official Travel Order of the participants.
9. For immediate dissemination to, guidance and strict compliance of all concerned.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

RMPS PERFORMANCE PLANNING COMMITMENT

SGOD/rsoraliza

01/08/25