DIVISION MEMORANDUM
NO. 262, s.2017

SUBMISSION OF THE SUMMARY OF RATINGS AND DEVELOPMENT PLANS AS PARTS OF THE IPCR PURSUANT TO DEPED ORDER NUMBER 2 SERIES 2015: GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IN THE DEPARTMENT OF EDUCATION

To:
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
Non-Teaching Personnel
Teaching Related Personnel
School HRD Coordinators
All Others Concerned

1. As part of the Phase IV- Performance Rewarding and Development Planning of the IPCRF, it is stated in DepED Order Number 2 series 2015 that the Human Resource Development Division shall:
   a. Monitor submission of IPCRF by heads of offices;
   b. Review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency;
   c. Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and
   d. Coordinate development interventions that will form part of the HR Plan.

2. In relation to this, the field is hereby informed to submit the Summary of Ratings and Development Plans of both teaching and non-teaching personnel on or before April 28, 2017 (Friday), attention to: Ronald B. Dedace, SEPS-HRD.

3. Attached is a copy of the Template of the Summary of Ratings and Development Plans.

4. Wide and immediate dissemination of this Memorandum is earnestly desired.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

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Republic of the Philippines  
Department of Education  
Region XI  
Digos City Division  
School  

Summary of Ratings and Development Plans  
S.Y. 2016-2017  

<table>
<thead>
<tr>
<th>Employees</th>
<th>Summary of Ratings</th>
<th>Development Plans</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Rating</td>
<td>Adjectival Rating</td>
</tr>
<tr>
<td>1. Juan Dela Cruz</td>
<td>4.005</td>
<td>Very Satisfactory</td>
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</tbody>
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Prepared by:  
School Head/Head of Office
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<tr>
<td>Rating</td>
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