



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 041, S. 2020

January 24, 2021

**FINALIZATION OF SGOD PLANNING AND TARGET SETTING
FOR 2021 INDIVIDUAL PERFORMANCE COMMITMENTS (IPC)
BASED ON THE COMPENDIUM OF DEPED DUTIES AND FUNCTIONS**

**TO: ASDS
CID CHIEF
SGOD CHIEF
ALL SGOD PERSONNEL**

- 1) The Department of Education's (DepEd) Individual Performance and Commitment (IPC) is the first of the four-stage performance management system cycle prescribed by the Civil Service Commission through its Memorandum Circular No. 6, series of 2012, known as the Strategic Performance Management System (SPMS), which was consequently adopted by DepEd as the Results-based Performance Management System or RPMS.
- 2) Relative to the conduct of this annual activity, this Office informs the field of the conduct of the "Finalization of SGOD Planning and Target Setting for 2021 Individual Performance Commitments (IPC) based on the Compendium of DepEd Duties and Functions", a face to face gathering, which is scheduled on January 27, 2021 at a venue in Digos City to be announced soon.
- 3) The activity aims to:
 - a) finalize the targets for next year taking into consideration one's achievements and setbacks in the previous year; and
 - b) align the targeted tasks and activities, objectives and performance indicators on the individual KRAs based on the Compendium of DepEd Duties and Functions.
- 4) All participants, SGOD personnel, are required to present their 2021 Targets with specific timeline, discuss with the Raters, and come up with an agreed set of targets to be achieved within the year.
- 5) Those who are physically exempted from participating on site based on IATF rules shall join online. They are to coordinate with Mr. Xavier Fuentes and to be virtually present all throughout the activity.
- 6) The Nurse – participants from the Health and Nutrition Unit (HNU) shall comprise the medical team who will ensure the implementation of the Minimum Health and Safety Protocol.



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- 7) Attached is the Matrix of Activities for your referral.
- 8) Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 9) For guidance and compliance with by all concerned.


CRISTY C. EPE
Schools Division Superintendent

12/01/20

Unified Schools Division of Digos City
RECORDS SECTION
RECEIVED
66473
DATE: 26 JAN 2021 TIME: 3:54 PM
BY: 

Encl: None

References: As stated

To be indicated in the Perpetual Index under the following subjects: SGOD HRD PLANNING AND TARGET SETTING
CUY-HRD-SGOD: January 24, 2021: FINALIZATION OF SGOD PLANNING AND TARGET SETTING FOR 2021 INDIVIDUAL
PERFORMANCE COMMITMENTS (IPC) BASED ON THE COMPENDIUM OF DEPED DUTIES AND FUNCTIONS

**Finalization of SGOD Planning and Target Setting for 2021 Individual Performance Commitments (IPC) based on the Compendium of DepEd Duties and Functions:
Presentation and Critiquing
January 27, 2021**

Indicative Program of Activities

Time	Activity	In-Charge
7:30 – 8:00 AM	Registration	Ms. Marie Flor Ibanez
8:00 – 8:15 AM	Preliminaries ❖ Pambansang Awit ❖ Opening Prayer ❖ Regional Hymn ❖ Digos City Hymn ❖ Attendance Check ❖ Reminders (House Rules and Evaluation)	HRD
8:15 – 8:20AM	Welcome Address	Basilio P.Mana-ay, Jr. ASDS
8:20 – 8:30AM	Message	Cristy C. Epe SDS
8:30 – 8:40AM	The Rationale of an IPC/Planning and Target Setting/Activity Instructions	Sollie B. Oliver Chief ES, SGOD
8:40 – 10:00 AM	PRESENTATION AND FEEDBACKING First Group of Presentors (n=4) (20 mins per Presenter)	Cristy C. Epe SDS Basilio P.Mana-ay, Jr. ASDS Sollie B. Oliver Chief ES, SGOD
	Working Snacks	
10:00 – 12:00NN	PRESENTATION AND FEEDBACKING Second Group of Presentors (n=6) (20 mins per Presenter)	Cristy C. Epe SDS Basilio P.Mana-ay, Jr. ASDS Sollie B. Oliver Chief ES, SGOD
12:00 – 1:00PM	LUNCH	
1:00 – 4:40PM	PRESENTATION AND FEEDBACKING Third Group of Presentors (n=11) (20 mins per Presenter)	Cristy C. Epe SDS Basilio P.Mana-ay, Jr. ASDS Sollie B. Oliver Chief ES, SGOD
3:00 – 3:15PM	Working Snacks	
4:40 – 4:50PM	Evaluation Time	Eleser Mateo
4:50 – 5:00PM	Closing Prayer	HRD

EMCEE: MR. RONALD B. DEDACE