



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region X  
**DIVISION OF MISAMIS ORIENTAL**  
 A. Velez St, Cagayan de Oro City



DIVISION MEMORANDUM  
 No. 92,s. 2015

**TO :** All Education Program Supervisors (SGOD & CID)  
 All Junior and Senior Education Program Specialist  
 All Public Schools District Supervisors  
 All Elementary and Secondary School Heads  
 All Section /Unit Heads  
 All Non-Teaching Personnel

**From :** ~~CHERRY MAE L. LIMBACO, Ph.D, CESO V~~  
 Schools Division Superintendent

**Date:** April 17, 2015

**Re:** *IPCRF Performance Indicator Rubrics and Signatories*

1. **Letter V item No. 14** of DepEd Order No. 2 states that “ The RPMS shall align the performance targets and accomplishments with the Department’s mandate, vision, mission and strategic goals. It shall ensure 100% results orientation vis-à-vis the planned targets.
2. In this end, to have uniformity of the performance indicators, the field is hereby requested to adjust, follow the sample rubrics below:

Objectives	Performance Indicator				
	Outstanding 100% & Above	Very Satisfactory 85-99%	Satisfactory 70-84%	Unsatisfactory 55-69%	Poor 54 and below
Prepared daily lesson plans and daily log of activities including appropriate and adequate, updated instructional materials within the rating period	<ul style="list-style-type: none"> <li>• All daily lesson plans had the following objective, subject matter, procedures, evaluation and assignment with 30 or more appropriate and adequate, updated instructional materials within the rating period.</li> </ul>	<ul style="list-style-type: none"> <li>• Had the five parts of lesson plan with 20-29 appropriate and adequate, updated instructional materials within the rating period.</li> </ul>	<ul style="list-style-type: none"> <li>• Had the five parts of lesson plan with 15-19 appropriate and adequate, updated instructional materials within the rating period.</li> </ul>	<ul style="list-style-type: none"> <li>• Had the five parts of the lesson plan with 10-14 appropriate and adequate, updated instructional materials within the rating period.</li> </ul>	<ul style="list-style-type: none"> <li>• Had the five parts of the lesson with 9 below appropriate and adequate, updated instructional materials within the rating period.</li> </ul>

3. Signatories should be followed and *only the signature of the ratee and rater* will appear after completing the phase 1 of the performance cycle. *The signature of the approving authority will appear after completing the phase 3 which is the review and evaluation.*

Ratee	Rater	Approving Authority
Principal/Head Teacher	ASDS	SDS
Head Teacher/Master Teacher (for secondary)	Principal	SDS
Teacher (Secondary)	Head Teacher/Department Head	Principal
Teacher (Secondary)	Head Teacher/Principal	PSDS
Teacher (Elementary)	Head Teacher/Principal	PSDS
Non-Teaching Staff (school)	Principal	Administrative Officer V
SDS	ARD	RD
ASDS	SDS	ARD
Chief of the Division	ASDS	SDS
Educ. Program Supervisor	Chief of the Division	ASDS
District Supervisor	Chief of the Division	ASDS
Section Chief /Unit Head	Chief of the Division	ASDS
<b>Staff</b>	Section Chief /Unit Head	Chief of the Division

4. One copy of the IPCRF of teachers be submitted to the division office and the rest be kept in the Office of the Principal
5. Immediate and wide dissemination of this memorandum is highly enjoined.

CLL/rom