



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 19, 2022

DIVISION MEMORANDUM
No. 359 s. 2022

CONTEXTUALIZED OPCRf OF SCHOOL HEADS SY 2022-2023

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary Schools and Integrated Schools
All Others Concerned

1. To support the school heads in the effective and efficient discharge of their duties including the improvement in teacher quality and to promote the implementation of the Philippine Professional Standards for School Heads (DO 24, s. 2020) and consistent with the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) per DO 02, s. 2015, this Office releases the **Contextualized Office Performance Commitment Review Form (OPCRf) for School Heads effective SY 2022-2023** and the **Timeline of Activities for Each Phase of the RPMS Cycle**.
2. The revised OPCRf has undergone detailed review to ensure alignment of Objective Statements, the MOVs and their Performance Indicators with the Domain/Key Result Area (KRAs). Thorough discussion and evaluation by the SDO officials and selected school heads was done to create a contextualized OPCRf.
3. If you have queries and clarification relative to the attached OPCRf, you may contact Ma. Lunie B. Sampani, OIC – Office of the Assistant Schools Division Superintendent.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

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MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent
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Republic of the Philippines
 Department of Education
 REGION VI
 SCHOOLS DIVISION OF CAPIZ

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)
School Year: 2022 – 2023

Name of Employee: _____
 Position: _____
 Division: SCHOOLS DIVISION OF CAPIZ
 Rating Period: School Year 2022-2023

Name of Rater: _____
 Position: _____
 Division: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SCHOOLS DIVISION OF CAPIZ
 Date of Review _____

| Major Final Output | Domain/ Key Result Area | Objectives | | Weight | Timeline | Quality | Performance Indicators | | | | | Actual Result | Q | E | T | Ave | Score |
|--------------------------|-----------------------------|--|---|--------|------------|------------|---|---|---|---|--|---------------|---|---|---|-----|-------|
| | | Statement | MOVs | | | Efficiency | Outstanding | Very Satisfactory | Satisfactory | Unsatisfactory | Poor | | | | | | |
| | | | | | | Timeliness | 5 | 4 | 3 | 2 | 1 | | | | | | |
| Basic Education Services | Leading Strategically (25%) | Engaged the school community in the development and implementation of school plans aligned with institutional goals and policies | 1. SIP/ AIP preparation (communication , attendance, minutes, pictures) 2. Monitoring and Evaluation Tool 3. Copy of Approved SIP/AIP. | 10% | year-round | Quality | Engaged the internal and external school community in the development and finalization of SIP/AIP | Engaged only the internal school community in the development and finalization of SIP/AIP | Engaged only teachers in the development and finalization of SIP/AIP | The SIP/AIP is prepared solely by the School Head | No acceptable evidence was shown | | | | | | |
| | | | | | | Efficiency | 90-100% activities in the approved SIP/AIP are implemented | 80-89% activities in the approved SIP/AIP are implemented | 70-79% activities in the approved SIP/AIP are implemented | 60-69% activities in the approved SIP/AIP are implemented | below 60% activities in the approved SIP/AIP are implemented | | | | | | |
| | | | | | | Timeliness | | | | | | | | | | | |
| | | Designed and Implemented needs-based programs in the school that support the development of learners. | 1. Division approved innovations or District approved intervention projects 2. Terminal report 3. Pictures and other supporting documents | 5% | year-round | Quality | Implemented 4 or more approved innovations or intervention projects | Implemented 3 approved innovations or intervention projects | Implemented 2 approved innovations or intervention projects | Implemented 1 approved innovation or intervention projects | No acceptable evidence was shown | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | |
| | | | | | | Timeliness | 95-100% of approved innovations or intervention projects were implemented as scheduled | 75-94% of approved innovations or intervention projects were implemented as scheduled | 50-74% of approved innovations or intervention projects were implemented as scheduled | 25-49% of approved innovations or intervention projects were implemented as scheduled | Below 49% of approved innovations or intervention projects were implemented as scheduled | | | | | | |

| Major Final Output | Domain/ Key Result Area | Objectives | | Weight | Timeline | Quality | Performance Indicators | | | | | Actual Result | Q | E | T | Ave | Score | | |
|--|---|--|---|------------|---|---|---|---|---|--|---|---------------|---|---|---|-----|-------|--|--|
| | | Statement | MOVs | | | Efficiency | Outstanding | Very Satisfactory | Satisfactory | Unsatisfactory | Poor | | | | | | | | |
| | | | | | | Timeliness | 5 | 4 | 3 | 2 | 1 | | | | | | | | |
| Basic Education Services | Leading Strategically (25%) | Designed and Implemented BE-LRCP in the school that support the development of learners. | 1. Copy of approved BE-LRCP. 2. Accomplishment Report (based on the M&E Tool) 3. pictures & other supporting docs | 5% | year-round | Quality | Implemented 95-100% of PPAs outlined in the BE-LRCP | Implemented 90 - 94% of PPAs outlined in the BE-LRCP | Implemented 85-89% of PPAs outlined in the BE-LRCP | Implemented at most 80-84% of PPAs outlined in the BE-LRCP | Implemented 79% and below of PPAs outlined in the BE-LRCP | | | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | | | |
| | | | | | | Timeliness | Implemented 95-100% of PPAs as scheduled | Implemented 90-94% of PPAs as scheduled | Implemented 85-89% of PPAs as scheduled | Implemented at most 80-84% of PPAs as scheduled | Implemented 79% and below as scheduled | | | | | | | | |
| | Utilized available monitoring and evaluation processes and tools to promote learner achievement | 1. Classroom Observation Tool (COT), Supervisory Plan, and other tools, 2. M and E Results | 5% | year-round | Quality | All teachers were monitored utilizing the available monitoring and evaluation processes and tools | 90-99% of teachers were monitored utilizing the available monitoring and evaluation processes and tools | 80-89% of teachers were monitored utilizing the available monitoring and evaluation processes and tools | 70-79% of teachers utilized available monitoring and evaluation processes and tools | below 70% of teachers utilized available monitoring and evaluation processes and tools | | | | | | | | | |
| | | | | | Efficiency | | | | | | | | | | | | | | |
| | | | | | Timeliness | Monitored all teachers as scheduled | Monitored 90-99% of teachers as scheduled | Monitored 80-89% of teachers as scheduled | Monitored 70-79% of teachers as scheduled | Monitored below 70% of teachers as scheduled | | | | | | | | | |
| Managing School Operations and Resources (25%) | Exhibited efficient & effective practices in the management of finances consistently adhering to policies guidelines & issuance in allocation, procurement, disbursement & aligned with the school plan | Approved copy of SIP/AIP, CDR and Certification from the accountant. | 10% | year-round | Quality | All financial transactions are in compliance to policies, guidelines in the procurement process | 90-99% of financial transactions are in compliance to policies, guidelines in the procurement process | 80-89% of financial transactions are in compliance to policies, guidelines in procurement process | 70-79% of financial transactions are in compliance to policies, guidelines in procurement process | Below 70% of financial transactions are in compliance to policies, guidelines in procurement process | | | | | | | | | |
| | | Efficiency | | | 90-100% of financial transactions are in accordance with approved APP | 80-89% of financial transactions are in accordance with approved APP | 70-79% of financial transactions are in accordance with approved APP | 60-69% of financial transactions are in accordance with approved APP | Below 60% of financial transactions are in accordance with approved APP | | | | | | | | | | |
| | | Timeliness | | | Liquidated financial transactions before due date | Liquidated financial transactions on due date | Liquidated financial transactions at most 5 days after due date | Liquidated financial transactions at most 10 days after due date | No acceptable evidence was shown | | | | | | | | | | |

| Major Final Output | Domain/ Key Result Area | Objectives | | Weight | Timeline | Quality | Performance Indicators | | | | | Actual Result | Q | E | T | Ave | Score | |
|--------------------------|--|---|--|--------|------------|------------|---|---|---|---|--|---------------|---|---|---|-----|-------|--|
| | | Statement | MOVs | | | Efficiency | Outstanding | Very Satisfactory | Satisfactory | Unsatisfactory | Poor | | | | | | | |
| | | Timeliness | 5 | | | 4 | 3 | 2 | 1 | | | | | | | | | |
| Basic Education Services | Managing School Operations and Resources (25%) | Established shared accountability in managing school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal | 1. Inventory Report 2. Copy of deed of donations/Tax Declaration/Usufract 3. Donation Reports 4. Pictures | 5% | year-round | Quality | All facilities and equipment are accounted and recorded in the book of inventory | 85-99% of the facilities and equipment are accounted and recorded in the book of inventory | 70-84% of the facilities and equipment are accounted and recorded in the book of inventory | 50-69% of the facilities and equipment are accounted and recorded in the book of inventory | Below 50% of the facilities and equipment are accounted and recorded in the book of inventory | | | | | | | |
| | | | | | | Efficiency | Implemented all repairs of equipment and facilities within 7 months from SY opening | Implemented all repairs of equipment and facilities within 8 months from SY opening | Implemented all repairs of equipment and facilities within 9 months from SY opening | Implemented all repairs of equipment and facilities within 10 months from SY opening | No acceptable evidence was shown | | | | | | | |
| | | | | | | Timeliness | | | | | | | | | | | | |
| | | Engaged school personnel in maintaining effective management of staff in adherence to laws, policies, guidelines based on the needs of the school. | 1. Copy of teaching loads (SF 7) and assignment of teachers. 2. Class/ Teacher's Program.3. Intermediate Program | 5% | year-round | Quality | All teachers were given full teaching or teaching and ancillary (6 hours) loads based on the guidelines | 95-99% of teachers were given full teaching or teaching and ancillary (6 hours) loads based on guidelines | 90-94% of teachers were given full teaching or teaching and ancillary (6 hours) loads based on guidelines | 85-89% of teachers were given full teaching or teaching and ancillary (6 hours) loads based on guidelines | Below 85% of teachers were given full teaching or teaching and ancillary (6 hours) loads based on guidelines | | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | | |
| | | | | | | Timeliness | Posted Class Program in less than 7 days prior to SY opening | Posted Class Program at most 7 days after the SY opening | Posted Class Program at most 14 days after the SY opening | Posted Class Program at most 21 days after the SY opening | No acceptable evidence was shown | | | | | | | |
| | | Worked with the wider school community in managing school safety for disaster preparedness, mitigation & resiliency to ensure continuous delivery of instruction | Contingency Plan, School DRRM Action Plan, DRRM Committee, Pictures and signages, Hazard Mapping, Pictures | 5% | year-round | Quality | 95-100% of the School DRRM Action Plan is implemented | 90-94% of the School DRRM Action Plan is implemented | 85-89% of the School DRRM Action Plan is implemented | 80-84% of the School DRRM Action Plan is implemented | Below 80% of the School DRRM Action Plan is implemented | | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | | |
| | | | | | | Timeliness | 95-100% of the activities were implemented as scheduled | 90-94% of the activities were implemented as scheduled | 85-89% of the activities were implemented as scheduled | 80-84% of the activities were implemented as scheduled | Below 80% of the activities were implemented as scheduled | | | | | | | |

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| Major Final Output | Domain/ Key Result Area | Objectives | | Weight | Timeline | Quality | Performance Indicators | | | | | Actual Result | Q | E | T | Ave | Score | | | | |
|---|---|--|--|------------|--------------------------|--|--|---|---|---|--|---------------|---|---|---|-----|-------|--|--|--|--|
| | | Statement | MOVs | | | Efficiency | Outstanding | Very Satisfactory | Satisfactory | Unsatisfactory | Poor | | | | | | | | | | |
| | | | | | | Timeliness | 5 | 4 | 3 | 2 | 1 | | | | | | | | | | |
| Basic Education Services | Focusing on Teaching and Learning (25%) | Engaged school personnel such as master teacher/Grade head/Department heads in providing technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice | Copy of TA Plan, Copy of accomplished performance and coaching form, Copy of approved instructional supervisory plan and accomplishment reports and copy of COT result, LAC Plan with accomplishment report. | 10% | year-round | Quality | 95-100% of the teachers were provided technical assistance by the Master Teacher/Grade Head/Department Heads | 90-94% of the teachers were provided technical assistance by the Master Teacher/Grade Head/Department Heads | 85-89% of the teachers were provided technical assistance by the Master Teacher/Grade Head/Department Heads | 80-84% of the teachers were provided technical assistance by the Master Teacher/Grade Head/Department Heads | Below 80% of the teachers were provided technical assistance by the Master Teacher/Grade Head/Department Heads | | | | | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | | | | | |
| | | | | | | Timeliness | Teachers were provided with technical assistance within 3 days | Teachers were provided with technical assistance on the 4th day | Teachers were provided with technical assistance on the 5th day | Teachers were provided with technical assistance on the 6th day | Teachers were provided with technical assistance on the 7th day or more | | | | | | | | | | |
| | | Engaged the wider community in developing data-based interventions to sustain learner achievement & attain other performance indicators. | Action Plan & Accomplishment Report, etc (1. At Home Learning Spaces Program, 2. Brigada Pagbasa, 3. Gulayan sa Paaralan, 4. Home Gardening, 5. SBFP) | 10% | August 2022 to July 2023 | Quality | School utilized at least 4 intervention programs to improve learner achievement | School utilized 3 intervention programs to improve learner achievement | School utilized 2 intervention programs to improve learner achievement | School utilized 1 intervention programs to improve learner achievement | No acceptable evidence was shown | | | | | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | | | | | |
| | | | | | | Timeliness | School conducted intervention programs as scheduled | School conducted intervention programs a week after the schedule | School conducted intervention programs 2 weeks after the schedule | School conducted intervention programs 3 weeks after the schedule | No acceptable evidence was shown | | | | | | | | | | |
| Focusing on Teaching and Learning (25%) | Worked with personnel involved in evaluating teacher's use of learning assessment tools, strategies & results consistent with curriculum requirements to ensure accountability in achieving higher learning | Formative/Summative Tests/Quarterly Tests duly validated by the School Head/Department Head/Subject Area Coordinator/Master Teacher | 5% | year-round | Quality | 95-100% of the Formative/Summative Tests/Quarterly Tests were validated | 90-94% of the Formative/Summative Tests/Quarterly Tests were validated | 85-89% of the Formative/Summative Tests/Quarterly Tests were validated | 80-84% of the Formative/Summative Tests/Quarterly Tests were validated | Below 80% of the Formative/Summative Tests/Quarterly Tests were validated | | | | | | | | | | | |
| | | | | | Efficiency | | | | | | | | | | | | | | | | |
| | | | | | Timeliness | Formative/Summative Tests/Quarterly Tests were validated 2 weeks before the administration | Formative/Summative Tests/Quarterly Tests were validated 1 week before the administration | Formative/Summative Tests/Quarterly Tests were validated 5 days before the administration | Formative/Summative Tests/Quarterly Tests were validated 4 days before the administration | No acceptable evidence was shown | | | | | | | | | | | |

| Major Final Output | Domain/ Key Result Area | Objectives | | Weight | Timeline | Quality | Performance Indicators | | | | | Actual Result | Q | E | T | Ave | Score |
|----------------------------------|--|---|---|------------|--------------------------|---|--|--|--|---|---|---------------|---|---|---|-----|-------|
| | | Statement | MOVs | | | Efficiency | Outstanding | Very Satisfactory | Satisfactory | Unsatisfactory | Poor | | | | | | |
| | | Timeliness | 5 | | | 4 | 3 | 2 | 1 | | | | | | | | |
| Basic Education Services | Developing Self and Others (15%) | Reflected on the attainment of personal & professional development goals based on the Philippine Professional Standards for school heads. | Copy of OPCRF, Copy of Personal and Professional Plan, School Development Plan, Certificate of seminars attended, | 5% | August 2022 to July 2023 | Quality | Achieved 81-100% of the planned professional and personal development goals | Achieved 71-80% of the planned professional and personal development goals | Achieved 61-70% of the planned professional and personal development goals | Achieved 51-60% of the planned professional and personal development goals | Achieved below 51% of the planned professional and personal development goals | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | |
| | | | | | | Timeliness | Achieved the planned professional and personal development goals within 7 months from SY opening | Achieved the planned professional and personal development goals within 8 months from SY opening | Achieved the planned professional and personal development goals within 9 months from SY opening | Achieved the planned professional and personal development goals within 10 months from SY opening | No acceptable evidence was show | | | | | | |
| | | Initiated professional reflection and promote learning opportunities with other school heads to improve practice. | Benchmarking activity documents, peer coaching, mentoring activity | 5% | August 2022 to July 2023 | Quality | Conducted at least 4 benchmarking activity(ies)/peer coaching/mentoring activity(ies) | Conducted at least 3 benchmarking activity(ies)/peer coaching/mentoring activity(ies) | Conducted at least 2 benchmarking activity(ies)/peer coaching/mentoring activity(ies) | Conducted at least 1 benchmarking activity(ies)/peer coaching/mentoring activity(ies) | No acceptable evidence was shown | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | |
| | | | | | | Timeliness | Conducted benchmarking activity/peer coaching/mentoring activity as scheduled | Conducted benchmarking activity/peer coaching/mentoring activity 1 week after the schedule | Conducted benchmarking activity/peer coaching/mentoring activity 2 weeks after the schedule | Conducted benchmarking activity/peer coaching/mentoring activity for more than 2 weeks after the schedule | No acceptable evidence was shown | | | | | | |
| Developing Self and Others (15%) | Implemented professional development initiatives to enhance strengths and address performance gaps among school personnel. | Approved L&D program design, approved LAC plan, completion reports, pictures, attendance sheets, and other documents | 5% | Year-round | Quality | Conducted 95-100% of the approved L&D program design | Conducted 90-94% of the approved approved L&D program design | Conducted 85-89% of the approved approved L&D program design | Conducted 80-84% of the approved approved L&D program design | Conducted below 80% of the approved approved L&D program design | | | | | | | |
| | | | | | Efficiency | | | | | | | | | | | | |
| | | | | | Timeliness | Conducted approved L & D program design and LAC plan as scheduled | Conducted approved L & D program design and LAC plan a week after | Conducted approved L & D program design and LAC plan 2 weeks after the schedule | Conducted approved L & D program design and LAC plan 3 week after the schedule | No acceptable evidence was shown | | | | | | | |

| Major Final Output | Domain/ Key Result Area | Objectives | | Weight | Timeline | Quality | Performance Indicators | | | | | Actual Result | Q | E | T | Ave | Score | | | |
|--------------------------|---------------------------|--|--|--------|--------------------------|------------|--|---|---|---|--|---------------|---|---|---|-----|-------|--|--|--|
| | | Statement | MOVs | | | Efficiency | Outstanding | Very Satisfactory | Satisfactory | Unsatisfactory | Poor | | | | | | | | | |
| | | Timeliness | 5 | | | 4 | 3 | 2 | 1 | | | | | | | | | | | |
| Basic Education Services | Building Connections (5%) | Evaluated the accomplishment of school organizations such as learner organizations, faculty clubs and parent - teacher associations to determine their impact on the attainment of organizational goals. | Accomplished M&E tools, with evidences of report of accomplishments from the organizations/clubs/associations such as, but not limited to SPTA and SPG/SSG | 2.50% | August 2022 to July 2023 | Quality | Evaluated the accomplishment of 95-100% of the school organizations | Evaluated the accomplishment of 90-94% of the school organizations | Evaluated the accomplishment of 85-99% of the school organizations | Evaluated the accomplishment of 80-84% of the school organizations | Evaluated the accomplishment of below 80% of the school organizations | | | | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | | | | |
| | | | | | | Timeliness | Evaluated the accomplishment report/s of the school organizations as scheduled | Evaluated the accomplishment report/s of the school organizations a week after the schedule | Evaluated the accomplishment report/s of the school organizations 2 weeks after the schedule | Evaluated the accomplishment report/s of the school organizations 3 week after the schedule | No acceptable evidence was shown | | | | | | | | | |
| | | Mentored School Personnel in communicating effectively in speaking and in writing, as well as in the positive use of communication platforms to facilitate information sharing, collaboration and support. | Enhancement program for the development of speaking and writing skills of the school personnel, school memo, performance monitoring and coaching form | 2.50% | August 2022 to July 2023 | Quality | Capacitated 95-100% of the school personnel in improving communication skills (writing and speaking) | Capacitated 90-94% of the school personnel in improving communication skills (writing and speaking) | Capacitated 85-89% of the school personnel in improving communication skills (writing and speaking) | Capacitated 80-84% of the school personnel in improving communication skills (writing and speaking) | Capacitated below 80% of the school personnel in improving communication skills (writing and speaking) | | | | | | | | | |
| | | | | | | Efficiency | | | | | | | | | | | | | | |
| | | | | | | Timeliness | Conducted the enhancement program/mentoring as scheduled | Conducted the enhancement program/mentoring a week after the schedule | Conducted the enhancement program/mentoring 2 weeks after the schedule | Conducted the enhancement program/mentoring 3 week after the schedule | No acceptable evidence was shown | | | | | | | | | |

| Major Final Output | Domain/ Key Result Area | Objectives | | Weight | Timeline | Quality | Performance Indicators | | | | | Actual Result | Q | E | T | Ave | Score |
|--------------------------|-------------------------|---|---|--------|--------------------------|------------|------------------------|---------------------|---------------------|---------------------|--------------------|---------------|---|---|---|-----|-------|
| | | Statement | MOVs | | | Efficiency | Outstanding | Very Satisfactory | Satisfactory | Unsatisfactory | Poor | | | | | | |
| | | Timeliness | 5 | | | 4 | 3 | 2 | 1 | | | | | | | | |
| | | Performed other various related works / activities that contributed positively to different KRAs anent to a school head for SY 2022-2023) such as the ff: | | | | | | | | | | | | | | | |
| Basic Education Services | PLUS FACTOR (5%) | District/ Division Coordinatorship | Designation, Action Plan, Accomplishment Report, Pictures | 5.00% | August 2022 to July 2023 | Quality | at least 4 out of 6 | at least 3 out of 6 | at least 2 out of 6 | at least 1 out of 6 | 0 out of 6 | | | | | | |
| | | Resource Speakership/ Facilitator (at least District level) | Certificate of Merit/ Recognition | | | | | | | | | | | | | | |
| | | Chair/ Member of any TWG/PMT (at least District level) | Designation and certificate of recognition | | | | | | | | | | | | | | |
| | | Awards (at least District level) | Certificate of recognition/merit | | | | | | | | | | | | | | |
| | | Reasearch and Innovations (Teachers and School Head) | Terminal Report | | | | | | | | | | | | | | |
| | | External partners (at least 5 external partners) | MOU/MOA, Inventory Report on Donation | | | | | | | | | | | | | | |
| Grand Total | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | Numerical Rating | | | | | | |
| | | | | | | | | | | | Descriptive Rating | | | | | | |

Rater:

Ratee:

Approving Authority:

Assistant Schools Division Superintendent

School Head

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Timeline of Activities for Each Phase of the RPMS Cycle for SY 2022-2023

| Phases of RPMS Cycle | Task/Activity | Person(s) Responsible | Schedule |
|---|--|--|------------------------------|
| Phase I: Performance Planning and Commitment | Start of RPMS cycle and start of portfolio collection | Ratees | July-Aug 2022 |
| | Self-Assessment with Initial Development Planning | Ratees | July-Aug 2022 |
| Phase II: Performance Monitoring and Coaching | i. Performance monitoring | Raters/School Head | August 2022 - July 2023 |
| | <i>Mid-Year Review* with Development Planning</i> | Raters/School Head/Ratees | January 2023 |
| | ii. Coaching and feedback | | August 2022 - July 2023 |
| Phase III: Performance Review and Evaluation | Year-end Review (includes calibration of results) | Raters/School Head/Approving authority | A week after graduation |
| | IPCRF data collection | School Head/Raters | A month after the graduation |
| | OPCRF submission | Raters/School Head/Ratees | A month after the graduation |
| Phase IV: Performance Rewarding and Development Planning | Ways forward development Planning (<i>Identification and discussion of the ratee's strength and development needs</i>) | Raters/School Head/Ratees | July 2023 |