



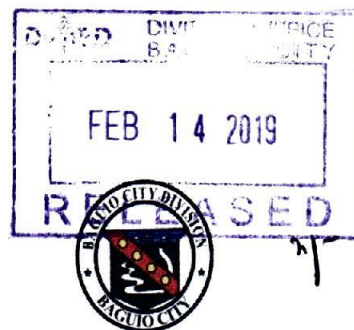
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY

#82 Military Cut-off Road, Baguio City, 2600

Website: [www.depedpines.com](http://www.depedpines.com)

Email: [depedbaguioity@gmail.com](mailto:depedbaguioity@gmail.com)

Telefax: 442-7819




Office of the Superintendent

Division Memorandum Number 09, s.2019

**RATERS OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) FOR CY 2019 ONWARDS  
FOR DIVISION OFFICE PERSONNEL**

TO: Division Chiefs  
Sections Heads  
All Other Concerned

1. Relative to the released Compendium of Office Functions and Job Descriptions for DepEd and its plantilla items by the Office of the Undersecretary Jesus L. Mateo through the Bureau of Human Resource and Organizational Development (BHROD) and in line with DepEd Order No. 2, s. 2015 on Guidelines on the Establishment and Implementation of the RPMS, this office hereby rescinds Office Memorandum No. 8 s. 2018, issued in May 2018 on the authorized signatories in the OPCRF/IPCRF of SDO Personnel.
2. Pursuant to the said mandates, a proposal was drafted by the members of the Performance Management Team (PMT) revising the signatories, raters, approving authority and delineation of tasks and functions stipulated on the above mentioned Office Division Memorandum in 2018.
3. The proposal was presented and approved for adoption by top level management in a special management committee meeting held on February 13, 2019.
4. With the foregoing, Division Chiefs, Section Heads and all DO personnel are ordered to refer to the approved signatories in the preparation of their OPCRF and IPCRF starting CY 2019. (Annex A)
5. Immediate dissemination and compliance to this memorandum is desired.

Approved: 

**FEDERICO P. MARTIN, EdD., CESO VI**  
Schools Division Superintendent

## Annex A

## RATERS OF THE RPMS FOR CY 2019 ONWARDS

RATEE	RATER	APPROVING AUTHORITY	REFERENCE
<b>OFFICE OF THE SDS</b>			
ASDS	SDS	ARD	DepEd Order 2, s. 2015
Personnel-AO IV Records- AO IV Cash-Cashier AO IV Supply- AO IV	Administrative Officer V	ASDS	2015 Rationalization Structure
Personnel Section Staff: HRMA ADAS II AAIII	Unit Head for Personnel  AO IV	Administrative Officer V	DepEd Compendium version 2
* SEF and National paid Utility workers, Drivers, ADAS II, AA IV under OSDS, SGOD and CID	AO V	SDS, ASDS, SGOD Chief and CID Chief	The direct supervisor monitors output of staff
SEF Paid under OSDS-ICT: Computer Operators	Information Technology Officer I	ASDS	DepEd Order 2, s. 2015
Administrative Officer V	ASDS	SDS	DepEd Compendium version 2
Budget-AO V	ASDS	SDS	DepEd Compendium version 2
Budget Office Staff AA III	Budget Officer V	AO V	The employee is under the direct supervision of the section head
Information Technology Officer I	ASDS	SDS	DepEd Compendium version 2
Attorney III	ASDS	SDS	DepEd Compendium version 2
ADAS III( procurement and formal investigation)	AO V	ASDS	
Finance-Accountant III	ASDS	SDS	DepEd Compendium version 2
Accounting Staff AA II AA III Job Orders	Accountant III	AO V	DepEd Compendium version 2 The employees are under the direct supervision of the section head
<b>SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)</b>			
SGOD Chief	ASDS	SDS	DepEd Order 2, s. 2015
SGOD EPS	SGOD Chief	ASDS	DepEd Compendium version 2



SGOD Unit Heads 1. Planning and Research 2. HRD 3. SMME 4. Social Mobilization 5. Health and Nutrition 6. Education & Facilities	SGOD Chief	ASDS	DepEd Order 2, s. 2015
EPS-II for HRD EPS-II for SMME EPS-II for SocMob PDO-II for SocMob	Unit Heads: SEPS-HRD SEPS- SMM&E SEPS-SocMob	SGOD Chief	DepEd Compendium version 2
E & F Staff: SEF paid Engineer 1 Engineering Assistant Senior Technical Assistant II	Engineer III	SGOD Chief	DepEd Compendium version 2
PDO I for Youth Formation	EPS-SGOD	SGOD Chief	DepEd Compendium version 2
P & R Section Staff Planning Officer SEF Paid AA IV AA III	SEPS for P & R	SGOD Chief	Designation: The staffs are directly supervised by the Section Head
Health & Nutrition Staff	Medical Officer III	SGOD Chief	DepEd Compendium version 2
<b>CURRICULUM IMPLEMENTATION DIVISION</b>			
EPSs and PSDSs	CID Chief	ASDS	DepEd Order 2, s. 2015
Madrasah Coordinator	CID Chief	ASDS	Designation
ALS Staff: ALS Mobile Teachers EPSA	EPS-ALS EPS-ALS	CID Chief CID Chief	DepEd Compendium version 2
LRMDS Staff: EPS- II PDO- II Librarian AA IV	EPS- LR	CID Chief	DepEd Compendium version 2
Teachers detailed	Head of the unit they are assigned	CID/SGOD Chief	Designation

#### OPCR and IPCR Preparation

OPCR	CID Chief, SGOD Chief, SDS
IPCR	ASDS, All Section heads and staff