



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



January 30, 2025

DIVISION MEMORANDUM

No. 31, s. 2025

SUBMISSION OF THE RPMS IPCRF-CORE COMPETENCIES OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF (COS) OF ALL ELIGIBLE SCHOOLS FOR FISCAL YEAR 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors (EPSs)
District In- Charge (PSDICs)
Public Elementary & Secondary School Heads
Section Heads
All Others Concerned
This Division

1. Relative to DepEd Order No. 2, s. 2015, entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", this office announces the submission of the RPMS IPCRF- Core Competencies of Administrative Support Staff (Contract of Service) from all eligible Schools for Fiscal Year 2024.
2. The Schools Division Office, in coordination with the concerned School Heads, shall assess the performance of the CoS personnel in accomplishing school deliverables as specified in their Terms of Reference (ToR).
3. All Eligible Schools are required to submit the Monthly Accomplishment Report for F.Y. 2024 and RPMS IPCRF- Core Competencies to the Personnel Section on or before January 31, 2025.
4. Enclosed is the template for RPMS-IPCRF Competencies.
5. Immediate and wide dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS USMAN, PhD, CESO VI
Schools Division Superintendent

SAAU/LMCB/01-30-2025
To be indicated in the Perpetual Index
Under the following subjects:
APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING



Address: Anecito Siete St. Mantic, Tangub City
Telephone No: (088) 530 - 5988
Email: tangub.city@deped.gov.ph
Website: www.tangub.deped.gov.ph

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NAME: _____
 POSITION: _____
 SCHOOL: _____

PERIOD COVERED: _____
 RATER: _____
 POSITION: _____

PART II: COMPETENCIES

CORE BEHAVIORAL COMPETENCIES

	5	4	3	2	1
Self-Management					
1. Sets personal goals and direction, needs and development.					
2. Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.					
3. Displays emotional maturity and enthusiasm for and is challenged by higher goals.					
4. Prioritize work tasks and schedules (through Gantt charts, checklists, etc.) to achieve goals.					
5. Sets high quality, challenging, realistic goals for self and others.					
<i>Average</i>					
Professionalism and Ethics					
1. Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).					
2. Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.					
3. Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.					
4. Makes personal sacrifices to meet the organization's needs.					
5. Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.					
<i>Average</i>					
Result Focus					
1. Achieves results with optimal use of time and resources most of the time.					
2. Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.					
3. Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.					
4. Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.					
5. Makes specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.					
<i>Average</i>					

	5	4	3	2	1
Teamwork					
1. Willingly does his/her share of responsibility.					
2. Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.					
3. Applies negotiation principles in arriving at win-win agreements.					
4. Drives consensus and team ownership of decisions.					
5. Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.					
<i>Average</i>					
Service Orientation					
1. Can explain and articulate organizational directions, issues and problems.					
2. Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.					
3. Initiates activities that promotes advocacy for men and women empowerment.					
4. Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.					
5. Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.					
<i>Average</i>					
Innovation					
1. Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).					
2. Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.					
3. Promotes a creative climate and inspires co-workers to develop original ideas or solutions.					
4. Translates creative thinking into tangible changes and solutions that improve the work unit and organization.					
5. Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.					
<i>Average</i>					

CORE SKILLS

	5	4	3	2	1
Oral Communication					
1. Follows instructions accurately.					
2. Expresses self clearly, fluently and articulately.					
3. Uses appropriate medium for the message.					
4. Adjust communication style to others.					
5. Guides discussions between and among peers to meet an objective.					
<i>Average</i>					
Written Communication					
1. Knows the different written business communication formats used in the DepEd.					
2. Writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g. memos, minutes, etc).					
3. Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.					
4. Self-edits words, numbers, phonetic notation and content, if necessary.					
5. Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.					
<i>Average</i>					
Computer/ICT Skills					
1. Prepares basic compositions (e.g., letters, reports, spreadsheets and graphics presentation using Word Processing and Excel.					
2. Identifies different computer parts, turns the computer on/off, and work on a given task with acceptable speed and accuracy and connects computer peripherals (e.g. printers, modems, multimedia projectors, etc).					
3. Prepares simple presentation using Powerpoint.					
4. Utilizes technologies to: access information to enhance professional productivity, assists in conducting research and communicate through local and global professional networks.					
5. Recommends appropriate and updated technology to enhance productivity and professional practice.					
<i>Average</i>					

RANGE	ADJECTIVAL RATING	SCALE	DEFINITION
4.500 - 5.000	Outstanding	5	Role Model
3.500 - 4.499	Very Satisfactory	4	Consistently demonstrates
2.500 - 3.499	Satisfactory	3	Most of the time demonstrates
1.500 - 2.499	Unsatisfactory	2	Sometimes demonstrates
below - 1.499	Poor	1	Rarely demonstrates

OVERALL COMPETENCY RATINGS

CORE BEHAVIORAL COMPETENCIES _____
 CORE SKILLS _____
OVERALL RATING _____

 Ratee
 Signature above printed name

 Rater
 Signature above printed name