

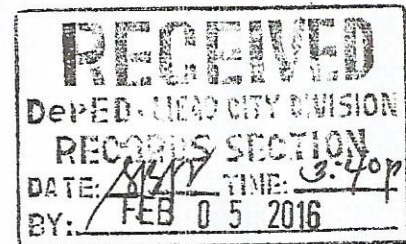
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February 5, 2016

DIVISION MEMORANDUM
No. 09 s. 2016

**DIVISION ANNUAL PERFORMANCE REVIEW AND EVALUATION
(3RD Phase of the RPMS)**

TO: Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Section/Unit Heads
Elementary and Secondary School Heads
All permanent teaching and non-teaching personnel



1. The Schools Division Office of Ligao City will be conducting the Performance Review and Evaluation (3rd Phase of the RPMS) in the SDO proper on March 14 - April 8, 2016 and in the elementary and secondary schools on April 1 - 28, 2016.
2. The objectives of this activity are as follows:
 - a. Review performance of SDO and school personnel
 - b. Discuss strengths and improvement needs
3. Involved in this activity are all permanent teaching and non-teaching personnel. Individual employee's performance shall be assessed based on the commitments and measures contained on the signed IPCRF duly supported by reports, documents or any output as proof of actual performance. In the absence of such bases, or proof, a particular task shall not be rated and shall be disregarded.
4. Enclosed are the following documents:
Enclosure No. 1 - List of assigned rater and approving authority
Enclosure No. 2 - Schedule of Performance Review and Evaluation
5. For the information, guidance and strict compliance of all concerned.

MARIA LUISA P. SAMANIEGO
Assistant Schools Division Superintendent
Officer In-Charge

Encls.:
As stated

Reference:
DepED Order No. 2, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE EVALUATION

DIVISION OFFICE

RATEE	RATER	APPROVING AUTHORITY
1. Superintendent	Asst. Regional Director	Regional Director
2. Asst. Superintendent	Superintendent	Asst. Regional Director
3. Chief of Division	Asst. Superintendent	Superintendent
4. Education Program Supervisor, PSDS, SEPS, EPSII	Chief of Division	Asst. Superintendent
5. Section Chief/Unit Head	Chief of Division	Asst. Superintendent
6. Staff	Section Chief/Unit Head	Head of Division

SCHOOLS

RATEE	RATER	APPROVING AUTHORITY
1. Principal/School Head*	Asst. Superintendent	Superintendent
2. Head/Master Teacher/Teacher	Principal	Asst. Superintendent
3. Non-Teaching staff	Principal	Administrative Officer V (SDO- School Governance and Operations Division)

*Performance of School Heads shall go through validation by Education Program Supervisors and Public Schools District Supervisors assigned to them before the ASDS rates and signs. Likewise, in big schools such as Ligao National High School, the department head shall initial prior to rating and signing of the Principal.

SCHEDULE OF PERFORMANCE REVIEW AND EVALUATION (Schools Division Office)

ACTIVITY	DATE
1. Performance Review and Evaluation of OPCRF (CID, SGOD, UNITS/SECTIONS)	March 14-15, 2016
2. Recommendation of PMT of the signed OPCRF to the Approving Authority for approval	March 16, 2016
3. Performance Review and Evaluation of IPCRF	March 18-31, 2016
4. Submission of signed IPCRF to the Approving Authority for approval	April 1, 2016
5. Development Planning	April 8, 2016

SCHEDULE OF SCHOOL PERFORMANCE REVIEW AND EVALUATION (Elementary & Secondary)

ACTIVITY	DATE
1. Performance Review and Evaluation of OPCRF	April 1 – 8, 2016
2. Recommendation of PMT of the signed OPCRF to the Approving Authority for approval	April 11, 2016
3. Performance Review and Evaluation of IPCRF	April 13 – 22, 2016
4. Submission of signed IPCRF to the Approving Authority for approval	April 25, 2016
5. Development Planning	April 28, 2016