

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City




DIVISION MEMORANDUM
No. 240, s. 2018

RUBRICS FOR THE SUBMISSION OF REPORTS/REQUIRED DOCUMENTS

TO : Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Coordinators/Unit Heads
Senior Education Program Specialists (SEPSs)
School Heads/Administrators of Public and Private Elem. & Sec. Schools

1. To ensure adherence to the provisions of DepED Order No. 2, s. 2015 re Result-Based Performance Management System (RPMS), this Office has prepared Rubrics for the Submission of Reports/Required Documents (Enclosure 1), which will be used by all teaching and non-teaching personnel of this Division, effective school year 2018-2019.
2. Spelled out in the Rubrics are the description of the rating, performance indicators (quality, efficiency, and timeliness) that serves as guidelines to keep track the responsiveness/compliance of both teaching and non-teaching personnel vis-à-vis the directives of this Office.
3. For your proper guidance and strict compliance.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

RMAA/LBA/04-04-2018

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RUBRICS FOR THE SUBMISSION OF REPORTS/REQUIRED DOCUMENTS

Rating	Performance Indicators		
	Quality	Efficiency	Timeliness
5	100% of the required reports with complete supporting documents submitted to and appropriately received by the concerned offices/units	Without error	One week before the deadline or specified date/time
4	76-99% of the required reports with at least 2 supporting documents lacking submitted to and appropriately received by the concerned offices/units	With minimal error	Three (3) days before the deadline or the specified date/time
3	51-75% of the required reports with at least 3 documents lacking submitted to and appropriately received by the concerned offices/units	With erroneous entries	On the deadline/specified date/time
2	26-50% of the required reports without supporting documents submitted to and appropriately received by the concerned offices/units		1-2 days late after deadline
1	0-25% of the required reports prepared but not submitted		3 days onwards days after deadline