



September 19, 2018


DIVISION MEMORANDUM

No. 630, s. 2018

**SUBMISSION OF PERFORMANCE EVALUATION FOR PROBATIONARY TEACHERS AND
NON-TEACHING PERSONNEL**

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/OICs/Caretakers
Elementary and Secondary School Heads
Teachers and All Others Concerned**

1. Rule V Section 14 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) states that "Original Appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of the probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position".
2. This office is **ADVISING** the field to forward the performance evaluation of probationary teaching and non-teaching personnel not later than Friday, **September 26, 2018**, covering the two (2) performance evaluation period in six (6) months (**1st rating: 1st to 3rd month; 2nd rating: 4th to 6th month**) as required per 2017 ORAOHRA Rule V, Section 15.b.
3. All Evaluation Forms should be **submitted to the Office of ASDS Leah Apao**, who shall determine fitness of the said employee to continue service or permanent status based on Performance and submit a Summary of Rating to this office, **copy furnished ASDS Futalan and the HR** for the necessary steps.
4. For immediate and strict compliance.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent