



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



DIVISION MEMORANDUM

No. 628, s. 2018

RPMS MID-YEAR REVIEW/YEAR-END EVALUATION

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

1. Pursuant to DepED Order No. 2, s. 2015 re **Result-Based Performance Management System (RPMS)**, this Office will conduct a Mid-Year Review (June to December, 2018)/Year-End Evaluation (January to December 2018) of performance for all teaching and non-teaching personnel based on KRAs reflected in their respective OPCR/IPCR on December 3-7, 2018.

2. **Phase III: Performance Review and Evaluation** of the RPMS provides the following:

Item 34: The performance review and evaluation shall be done at the end of the performance cycle to assess the office and individual employees' performance level based on the commitment and measures as contained in the signed OPCR and IPCR.

Item 35: A mid-year review is prescribed to determine the progress in achieving the Objectives. In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual Objectives shall be allowed during the mid-year review.

During the mid-year review, the rater shall inform in writing the rate of the status of performance, in case of an Unsatisfactory or Poor performance, Coaching feedback and appropriate intervention shall be provided where necessary.

Item 37: Office and Individual Assessment. The head of office, in coordination with the Planning Office, shall assess the performance of the Office vis-a-vis the committed targets at the beginning of the performance cycle. The rater and the ratee shall discuss and agree on the individual assessment based on the actual accomplishments of each of the KRAs and objectives. The final rating shall be based solely on the accomplishment of the specific objectives as measured by the Performance Indicators. The OPCR and the IPCR shall be accomplished and completed by the rater and the ratee to:

i. Reflect actual accomplishments and results;

- ii. Rate each of the objectives;
- iii. Compute for the score per objectives;
- iv. Determine the overall rating for accomplishments;
- v. Reach an agreement; and
- vi. Assess the competencies.

3. Refer to the enclosed Division Memorandum No. 253, s. 2018, item no. 3 specifying the raters and approving authority. The raters are advised to adhere to the schedule indicated below.

Date	Personnel	Venue
Dec. 3, 2018	division personnel	respective offices
Dec. 4, 2018	PSDSs	division social hall
Dec. 5, 2018	School Heads and non-teaching personnel	to be identified by PSDS
Dec. 6-7 2018	Teachers	respective schools

4. An Activity Completion Report (ACR) indicating the summary of the Mid-Year Review/Year-End evaluation shall be submitted to the office of the Schools Division Superintendent, **attention:** OIC-ASDS Leah B. Apao, Division RPMS in-charge. Use the template in Enclosure B.

5. Travelling of the PSDSs, lunch, A.M. and P.M. snacks, and other expenses to be incurred by all teaching and non-teaching personnel during the conduct of the said activity shall be chargeable against Local/MOOE Funds subject to the usual accounting and auditing rules and regulations.

6. Wide dissemination of this Memorandum is highly desired.

7. For proper guidance and strict compliance.


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



DIVISION MEMORANDUM

No. 253, s. 2018

RPMS END OF SY 2017-2018 EVALUATION OF TEACHING AND NON-TEACHING PERSONNEL

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. Pursuant to DepED Order No. 2, s. 2015 re Result-Based Performance Management System (RPMS) and in cognizance with the Division's goal of enhancing the competencies of its personnel, this Office has scheduled the 2017 RPMS End of SY Evaluation of Teaching and Non-Teaching personnel on April 23-30, 2018 at the venues to be identified by the Public Schools District Supervisors (PSDSs) and School Heads concerned. Refer to Enclosure A (Matrix indicating the Validating teams, focused districts, and specific dates of validation.

2. The said evaluation aims to ensure that each employee is performing well according to the mandates of his/her position based on KRAs for School Year 2017-2018. Thus, there are ten (10) teams organized comprising of Chiefs, Supervisors, and other Division personnel.

3. Hereunder are the signatories, pursuant to DepED Order No. 2, s. 2015. Enclosure B (Annex A of DepED Order No. 2, s. 2015)

§ **Division Level**

Ratee	Rater	Approving Authority
Chief of the Division	ASDS	SDS
Education Program Supervisors	Chief of the Division	ASDS
District Supervisor	Chief of the Division	ASDS
Section Chief/Unit Head	Chief of the Division	ASDS
Staff	Section Head/Unit Head	Head of the Division

School Level

Ratee	Rater	Approving Authority
Principal	ASDS	SDS
Head Teacher/Master Teacher	Principal	SDS (Small & Medium Divisions) ASDS (Large & Very Large Divisions)
Teacher	Head Teacher/Master Teacher/TIC	Principal/PSDS (for school headed by TICs/Caretakers)
Non-Teaching Staff	Principal	Administrative Officer V (SDO-School Governance and Operations Division)

4. Raters are instructed to adhere to the schedule of the Validation specified below:

Level	Inclusive Dates
School	
Non-Teaching Teacher Head Teacher/Master Teachers	April 23-27, 2018
Principal	April 30-May 4, 2018
Division	May 7-11, 2018

5. Public Schools District Supervisors are hereby deputized to rate the School Heads subject to the review by the Assistant Schools Division Superintendent per Cluster.
6. Ratees are directed to prepare and bring their portfolio of accomplishments as means of verification to support their self-rating.
7. For your proper guidance and strict compliance.


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

District	Date	Venue	Validators
Minglanilla 1		To be identified by the PSDSs/School Heads	Evaluator: Novie Mangubat Support Staff: Willie Adonay Florenda T. Alicaway
Minglanilla 2			
San Fernando			
Sibonga			
Argao 1			
Argao 2			
Dalaguete 1			Evaluator: Pamela Rodemio Support Staff: Hermogena Miranda Domingo Amancio
Dalaguete 2			
Alcoy			
Boljoon			
Oslob			
Santander			
Samboan			Evaluator: Evelyn Balang Support Staff: Socorro Relacion Cleo M. Escuadro
Ginatilan			
Malabuyoc			
Alegria			
Badian			
Moalboal			
Alcantara		Evaluator: Corazon Pumar Support Staff: Roderic Golez	
Ronda			
Dumanjug 1			

Dumanjug 2			Evangelina C. Buna
Barili 1			Evaluator:
Barili 2			Maria Elena Paras
Aloguinsan			Support Staff:
Pinamungajan 1			Jose Garry Napoles
Pinamungajan 2			
Balamban 1			Evaluators:
Balamban 2			Jane Gurrea
Asturias			Nenita Jaralve
Tuburan 1			Support Staff:
Tuburan 2			Margarita Nierra
Tabuelan			
Santa Fe			Evaluators:
Bantayan 1			Juvinar Montolo
Bantayan 2			Eva Casinillo
Madridejos			Support Staff:
San Remigio 1			Zenifer L. Corpuz
San Remigio 2			
Tabogon			Evaluators:
Borbon			Araceli Cabahug
Medellin			Gerardo Mantos
Daanbantayan 1			Support Staff:
Daanbantayan 2			Marle O. Monterola
San Francisco			Evaluators:
Tudela			Isaiash Wagas
Poro			Rosemary Oliverio
Pilar			Support Staff:
Sogod			Maria Daphne T. Dano

Catmon			
Carmen			Evaluator:
Compostela			Mary Ann Flores
Liloan			Support Staff:
Consolacion			Norman Blanco
Cordova			Orley A. Perico
Chair (North)	Mary Ann Flores		
Chair (South)	Novie Mangubat		