



DEPARTMENT OF EDUCATION

DIVISION OF CEBU PROVINCE

SUDLON, LAHUG, CEBU CITY



March 14, 2019

DIVISION MEMORANDUM

No. 154, s. 2019

**PERFORMANCE EVALUATION/ASSESSMENT AND VALIDATION
OF SCHOOL-BASED PERSONNEL FOR SCHOOL-YEAR 2018-2019**

TO : Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors
Division Coordinators/Unit Heads
Public Schools District Supervisors
School Heads of Public Elementary & Secondary Schools

1. Pursuant to DepED Order No. 2, s. 2015 re **Result-Based Performance Management System (RPMS)**, this Office will conduct its Performance Evaluation/Validation of School-Based Personnel for School-Year 2018-2019 based on KRAs reflected in their respective OPCR/IPCR on the dates indicated below:

School-based Personnel	Dates
Teachers (Elementary, JHS, SHS, SPED, and ALS)	April 22-26, 2019
School Heads	April 29-May 3, 2019
PSDSs	May 6-8 / May 15-17, 2019

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 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. Computer for the score per objectives;
- iv. Determine the overall rating for accomplishments;
- v. Reach an agreement; and
- vi. Assess the competencies.

Item 38: Initial self-rating shall be encouraged prior to the rater-ratee discussion.

3. The Rater and Approving Authority are specified in the enclosed Division Memorandum No. 253, s. 2018, item no. 3.
4. Considering that the implementation of COT, pursuant to DepED Order No. 42, s. 2017 entitled **“Adoption of Philippine Professional Standards for Teachers (PPST)**, started only in November 2018, the rating of all Public Elementary, Junior High School (JHS), and Senior High School (SHS) teachers shall be **the AVERAGE of two (2) rating periods- June to October 2018 (using their IPCR) and the result of the 1st and 2nd COT conducted from November to March 2019**. However, teachers who have complied with three (3) or four (4) COTs may **NOT** use their IPCR rating (June to October 2018). Thus, the computation of rating shall be based on the guidelines as provided for in the PPST-RPMS Manual.
5. School Heads, being the approving authority, shall ensure the authenticity of the rating based on MOVs per KRA in both rating periods. They are required to submit a Consolidated Report of teachers’ rating to the concerned PSDS for review/validation, if found accurate, said report will then be submitted to the Office of Dr. Leah B. Apao, Division PMT Chair.
6. Mobile Teachers/ALS Implementers shall be rated by Education Program Specialist II, ALS-(EPSA) in-charge using the rating scheme for ALS to be approved by the concerned PSDS. EPSAs shall submit a Master List of Ratees specifying the rating based on their KRAs using the template indicated in Enclosure C.
7. Item No. 5 of Division Memorandum No. 253, s. 2018 provides, **“The PSDSs are hereby deputized to rate the school heads subject to the review by the Assistant Schools Division Superintendent per Cluster.”** They shall affix their signature at the left side above the name of the concerned Assistant Schools Division Superintendent as rater, pursuant to DepED Order No. 2, s. 2015.

Rater:

ESTER A. FUTALAN, Ed.D.
Assistant Schools Division Superintendent
Cluster A

CARTESA M. PERICO, Ed.D.
Assistant Schools Division Superintendent
Cluster B

LEAH B. APAO, Ed.D., CESE
OIC-Assistant Schools Division Superintendent
Cluster C

8. A Technical Working Group (TWG) is organized to assist the ASDSs in validating the ratings of School Heads prior to the submission of Final Rating to the Approving Authority. For PSDSs rating, the Division Performance Management Team (DPMT) serves as the validators. *Refer to Enclosure A.*
9. PSDSs shall submit Master List of School Heads with their corresponding RPMS rating duly authenticated by the Division TWG to the ASDS Cluster in-charge for review and signature. Use the template indicated in *Enclosure B.*

10. The PMT shall prepare Consolidated Report on the conduct of the Evaluation/Validation process and submit the said report to the Office of the Schools Division Superintendent cc: OIC-ASDS Leah B. Apao, ASDS Ester A. Futralan, and ASDS Cartesa M. Perico five (5) days after the conduct of evaluation/validation process.


11. **Part II: Competencies and Part IV: Development Plans** shall be accomplished by each ratee. The rater shall likewise submit the Performance Monitoring and Coaching Form per ratee. Refer to Enclosure Enclosure C. The accomplished templates shall be reproduced in four (4) copies to be submitted to the concerned offices together with the rating through OPCR/IPCR.

- 3.1 Ratee –original copy
- 3.2 Rater – 2nd copy
- 3.3 Approving Authority- 3rd copy
- 3.4 PMT – 4th copy

12. Transportation, meals, snacks, and other expenses to be incurred by all concerned 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.

13. This Memorandum serves as **Travel Order**.

14. Immediate and wide dissemination of, and compliance with this Memorandum is directed.


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

Enclosure A to Division Memorandum No. _____, s. 2019

A. RPMS Technical Working Group (TWG) Per Cluster

Educating for a Strong Republic
SDS:2556405; ASDS:2364628; EMIS/EDP Sections:2556970
Disbursing Section:2554401; Accounting Section:2542632; Truckline:5203216

Cluster A	Cluster B	Cluster C
Mrs. Jane Gurrea	Mrs. Maria Elena Paras	Dr. Pamela Rodemio
Mrs. Rosemary Oliverio	Mrs. Araceli Cabahug	Mr. Isaiash Wagas
Mrs. Nenita Jaralve	Dr. Gerardo Mantos	Mrs. Juvimar Montolo
Mrs. Eva Casinillo	Mr. Chaney Gulfan	Dr. Garry Napoles
Dr. Margarita Nierra	Dr. Norman Blanco	Mrs. Maria Socorro Relacion
Dr. Roderic Golez	Mr. Orley Perico	Mrs. Cleo Escuadro
Mrs. Zennifer Corpuz	Mrs. Florenda Alicaway	Mr. Domingo Amancio
Mrs. Marle Monterola	Mrs. Maria Daphne Dano	Mrs. Imelda Margaha
Chairman: Dr. Mary Ann Flores Co-Chair: Dr. Novie Mangubat		

B. Composition of Division Performance Management Team (DPMT)
Pursuant to DepED Order No. 2, s. 2015, Item 60, Table 5

5.1 Division PMT

Chair :	DR. LEAH B. APAO, OIC-ASDS
Members :	MRS. AGUSTINA ALBISO, Planning Officer III MRS. RIANN VILLAMANTE, Accountant III MR. JEREMY DENAMPO, Administrative Officer V MRS. JUVIMAR MONTOLO, Education program Supervisor, Science MR. ARNULFO COMPUESTO, Pres., PSDS Association MRS. ELMA LARUMBE, Pres., Secondary Principal's Association MRS. CRISTINA OCAMPO, Pres., Elementary Principal's Association MR. ALLAN CANETE, Pres., Secondary Teachers' Association MR. GERARDO CANIZARES, Pres., Elementary Teachers' Association
Observer :	MRS. AGNES MENDAROS, Prov'l PTA Federation President
Secretariat:	MRS. MONINA SARAH M. PUMAREJOS, OIC-HRMO

The DPMT shall have the following functions and responsibilities, among others:

1. The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
2. The Planning Office shall ensure that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/Units is rationalized.
3. PMT recommends approval of the office performance commitment and rating to the Head of Agency.
4. Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
5. ***PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.***

**Master List of Ratees with their Corresponding RPMS Rating
School Year 2018-2019**

A. For Public School District Supervisors (PSDS)

Cluster: _____

No.	Name of PSDS	District	Final Rating		Remarks
			Numerical	Adjectival	

Prepared by:

Chief Education Supervisor, CID

Reviewed/Validated:

DPMT

**Master List of Ratees with their Corresponding RPMS Rating
School Year 2018-2019**

B. For School Heads
District of _____

No.	Name of School Head	School	Final Rating		Remarks
			Numerical	Adjectival	

Prepared by:

Public Schools District Supervisor
Reviewed/Validated:

TWG In-charge

**Master List of Rateses with their Corresponding RPMS Rating
School Year 2018-2019**

C. For Teachers with Complete COT

District of _____

School: _____

No.	Name of Teacher	Plantilla Item (T1, T2, T3/MT1, MT2)	Final Rating		Remarks
			Numerical	Adjectival	

Prepared by:

School Head

Noted:

PSDS

**Master List of Ratees with their Corresponding RPMS Rating
School Year 2018-2019**

D. For Teachers with only two (COT)

District of _____

School: _____

No.	Name of Teacher	Plantilla Item (T1, T2, T3/MT1, MT2)	Rating			Remarks
			IPCR Jun to Oct 2018	COT Nov to Mar 2019	Final Rating	

Prepared by:

School Head

Noted:

PSDS

**Master List of Ratees with their Corresponding RPMS Rating
School Year 2018-2019**

**For Mobile Teachers & ALS Implementers
District of _____**

No.	Name of Mobile Teacher/ALS Implementer	Plantilla Item/Designation	Rating		Remarks
			Numerical	Adjectival	

Prepared by:

EPSA In-Charge

Noted:

PSDS