



April 10, 2019

**DIVISION MEMORANDUM**

No. 240 s, 2019

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

**TO: Assistant Schools Division Superintendents  
Division Chiefs/ Supervisors /Coordinators / Specialists  
District Supervisors /District OIC's/Caretakers  
School Heads, Teachers (Elem and Sec)  
All Others Concerned**

1. This Office **DIRECTS** the field to ensure submission of performance evaluation for both teaching and non-teaching personnel who are on probationary status in accordance to Civil Service Commission's 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).
2. Rule IV, Section 15-B and 15-C of the Revised 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), states that:

*"The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position";*

*"The performance review shall be conducted within 10 days before the end of every rating period during the probationary period".*

3. The following documents should be attached to the performance evaluation report and submitted to the Human Resource Department enclosed in a white folder labelled accordingly for review by the Division Performance Management Team (PMT) for inclusion in the 201 file of the appointees.
  - ✓ Photocopy of the Assignment Order issued upon assumption of duty;
  - ✓ Records of feedback, job-related critical incidents;
  - ✓ Report of comments on their capability to meet performance targets and work output/standards;
  - ✓ Recommendation for the continuity of the permanent appointment of the probationer.
4. For appointees with **UNSATISFACTORY** Performance during the probationary period, services may be terminated before the end of the second performance review on the sixth (6<sup>th</sup>) month or depending on the duration of the probationary period as required by the position (ORAOHRA – Rule IV, Section 16). The appointee shall be issued a notice of termination by the appointing authority within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity and shall be supported by the following:
  - ✓ Performance evaluation report;
  - ✓ Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee; and
  - ✓ Other valid documents that may support the notice of termination of service.

5. The *Notice of Termination* shall be *executory* after fifteen (15) days from receipt of the employee, otherwise, probationer becomes a regular employee of the agency concerned.
6. School Heads who fail to comply will be charged for neglect of duty and insubordination.
7. For immediate information, dissemination and strict compliance of all concerned.

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