



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**04 JANUARY 2023**

Division MEMORANDUM  
No. 008, s. 2023

**PERFORMANCE REVIEW FOR C.Y. 2022 AND PERFORMANCE PLANNING FOR  
C.Y. 2023**

To : Education Program Supervisors  
PSDS/DIC's

1. Based on DepEd Order no. 2, s. 2015 known as Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, it is stipulated that performance review and performance planning should be conducted every end of the year and beginning of the year for non-teaching personnel respectively.

2. Anent this the conduct of Performance Review and Planning will be done on the following schedule:

| Date             | Concerned Supervisors                   | Venue               |
|------------------|-----------------------------------------|---------------------|
| January 9, 2023  | EPS                                     | CID Office          |
| January 10, 2023 | PSDS/DIC's from Carrascal to Marihatag  | SDO Conference Hall |
| January 11, 2023 | PSDS/DIC's from San Agustin to Lingig 3 | SDO Conference Hall |

3. All supervisors will present their OPCRf with Means of Verifications.
4. Since this is a DepEd and CSC mandate, all presenters must have the OPCRf with them to be signed after the rater-ratee discussion.
5. A uniform template of the presentation will be sent to the field to expedite the preparations and presentation.
6. Meals, snacks and accommodation will be charged to the district's SEF funds.

  
**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent



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