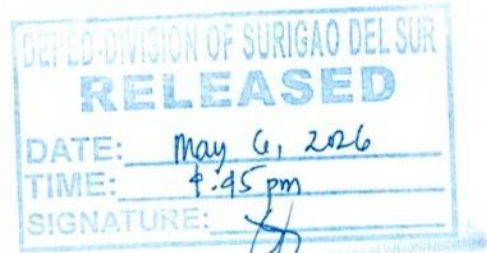




Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Division MEMORANDUM
 No. 156, s. 2026



To: Chief of CID and SGOD
 Performance Management Committee (PMT)
 Public Schools District Supervisors/ District In-Charge
 School Heads
 Teaching and Non-Teaching Personnel

**INTERIM RATEE-RATER APPROVING AUTHORITY MATRIX FOR
 ALL SCHOOL-BASED PERSONNEL FOR SY 2025-2026**

- With the conclusion of the CY 2025 and SY 2025-2026 performance cycles, this office would like to reiterate the Department of Education issued Memorandum DM-OUHROD-2025-0922 dated April 10, 2025, entitled "Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES).
- As stated in the memo issued, the Interim Ratee-Rater Approving Authority Matrix for all School-Based Personnel is as follows:

	RATEE	RATER	APPROVING AUTHORITY
1	School Head/ Principal/ OIC/ TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Assistant School Head	School Head	Assistant Schools Division Superintendent
3	Department Head	School Head	Assistant Schools Division Superintendent
4	Master Teacher (Elementary/ JHS/ SHS)	School Head	Assistant Schools Division Superintendent
5	Teacher (Elementary)	Master Teacher	School Head
6	Teacher with no Master Teacher (Elementary)	School Head	Assistant Schools Division Superintendent



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7	Teacher (<i>JHS</i>)	Master Teacher/ Department Head	School Head
8	Teacher with No Master Teacher/ Department Head (<i>JHS</i>)	School Head	Assistant Schools Division Superintendent
9	Teacher (<i>SHS</i>)	Master Teacher/ Assistant School Head	School Head
10	Teacher with no Master Teacher/ Assistant School Head (<i>SHS</i>)	School Head	Assistant Schools Division Superintendent
11	ALS Teacher (<i>School- based</i>)	Master Teacher/ Department Head	School Head
12	ALS Teacher (<i>Community Learning Center</i>)	Functional Division Chief for CID	Assistant Schools Division Superintendent
13	School-based Non- Teaching Staff (<i>Administrative and Finance function, such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer I</i>)	School Head	Assistant Schools Division Superintendent

- In addition, if there is no applicable rater or approving authority in schools, the rater and the approving authority shall be adjusted accordingly so that the next higher official shall perform such function.
- For school-based personnel who do not serve as heads of office (i.e., Head Teachers, Department Heads, and Non-Teaching Staff) but are performing administrative functions, shall accomplish their own Individual Performance Commitment Review Form (IPCRF), as follows:



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Position	Forms/ Tool to be Used
Department Heads	IPCRF anchored on the OPCRf of the School Head
Head Teacher <i>with teaching load and administrative functions</i>	IPCRF anchored on the OPCRf of the School Head, capturing the expected administrative tasks and objectives in the PMES for Highly Teacher Tools
Head Teacher <i>without teaching load</i>	IPCRF anchored on the OPCRf of the School Head
School-Based Non-Teaching Staff	IPCRF

5. Immediate and wide dissemination of this memorandum is highly desired.

LORENZO O. MACASOCOL, PhD, CESO V
 Schools Division Superintendent

Encl.: As indicated
 References: None
 To be indicated in the Perpetual Index
 Under the following subjects:

PERFORMANCE

EVALUATION

SGOD/upg
 04/23/2026



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