



Division Memorandum
No. 476, s. 2019

TO: All PSDS/DIC Concerned
All School Heads Concerned
All District Planning Officers
This Division

FROM: 
JOSITA B. CARMEN, CESO V
Schools Division Superintendent

SUBJECT: **CONSOLIDATION OF MID-YEAR REVIEW RESULTS AND REPORTING OF NEEDS ANALYSIS ON TEACHER'S PERFORMANCE FOR THE FIRST SEMESTER**

DATE: October 28, 2019

1. DepEd Order No 2, s. 2015 mandated that mid-year performance assessment shall be done to assess the individual employee's performance level based on the commitments and measures contained in the OPCR and IPCR. Mid-year review is also prescribed to determine the progress in achieving objectives based on their KRAs.
2. In view of this, a **CONSOLIDATION OF MID-YEAR REVIEW RESULTS AND REPORTING OF NEEDS ANALYSIS ON TEACHER'S PERFORMANCE FOR THE FIRST SEMESTER** will be held on October 29, 2019. Venue of this activity will be announced later.
3. This activity aims to:
 - identify situations where the teacher has made outstanding contributions or has experienced failure when attempting to fulfill job functions
 - consolidate mid-year performance of teachers based on their KRAs and performance targets
 - summarize needs-based report for the district and schools to develop needs-based professional development plans, training designs and resource packages for identified priority needs to support continuing professional development
4. Participants to this activity are 37 District Planning Officers.
5. There will be no registration fee to be collected. Meals and snacks are chargeable against HRTD Funds. Travelling expenses and per diem must be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
6. All participants are expected to bring laptops and extension wires.
7. Immediate dissemination of this memorandum is desired.