



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

Office of the Schools Division Superintendent

December 5, 2022

Division MEMORANDUM

No. **766** , s. 2022

CY 2022 YEAR-END PERFORMANCE REVIEW AND PLANNING FOR CY 2023

To : CID Chief
SGOD Chief
Education Program Supervisors
Sr. Education Program Specialists
Accountant III
Budget Officer III
Administrative Officer V
Division Program Holders/ Focal Person
All Other Personnel

1. DepEd Order No. 5, s. 2015 or the *"Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education"* and the Division's Policy on Performance Management, emphasizes the critical importance of the performance review and evaluation to assess the office and individual employee's performance level based on the commitments and measures contained in the signed OPCRf and IPCRF. Moreover, the Division's Performance Management Team (PMT) thru the SGOD – Planning & Research Section is tasked to conduct an annual agency performance planning and review for the purpose of discussing Office assessment for the preceding performance period and plans for the succeeding rating period.
2. Anent to this, the CY 2022 Year-End Performance Review and Planning for CY 2023 shall be conducted on December 20, 2022 at the Division Conference Hall. Participants are listed in the attached enclosure including the program matrix.
3. Submission of OPCRf and IPCRF (thru Records Section) of all Division and Non School-Based Personnel shall not be later than **December 14, 2022**. This is to give time for the PMT to consolidate the report.
4. Please be guided accordingly.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent





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Encl.: As stated

Reference:

Division's Policy on Performance Management
DO 2, s. 2015

To be indicated in the Perpetual Index
under the following subjects:
Performance Management
PRIME-HRM
Planning

JBD//CY 2022 Year-End Performance Review and Planning for CY 2023

766 /November 22, 2022





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Enclosure 1 of DM 766, s. 2022

CY 2022 YEAR-END PERFORMANCE REVIEW AND PLANNING FOR CY 2023

List of Participants

Top Management	No. of Pax
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Curriculum Implementation Division	
CID Chief	1
Education Program Supervisor	10
Public Schools District Supervisor	1
Education Program Specialist II	2
Project Development Officer II	1
School Governance and Operations Division	
SGOD Chief	1
Education Program Supervisor	1
Sr. Education Program Specialist	4
Engineer	2
Medical Officer III	1
Dentist II	2
Planning Officer III	1
Education Program Specialist II	3
Project Development Officer II	1
Nurse II	2
Project Development Officer I	2
Office of the Schools Division Superintendent	
Attorney III	1
Administrative Officer V	1
Accountant III	1
Budget Officer III	1
Administrative Officer IV	4
Administrative Officer II	1
TOTAL PARTICIPANTS	46





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Enclosure 2 of DM 746, s. 2022

CY 2022 YEAR-END PERFORMANCE REVIEW AND PLANNING FOR CY 2023

Program Matrix

Time	Topic/ Activity
December 20, 2022	
8:15–8:30 a.m. (15 mins.)	PRELIMINARIES
8:30–9:00 a.m. (30 mins)	Presentation of CY 2022 Key Performance Indicators of the Division Jovixson B. Dalura – PO III, Planning and Research
9:00–12:00 a.m. (3 hrs)	PRESENTATION OF CY 2022 OPCRf – By Functional Heads - CID - SGOD - OSDS (Admin) - OSDS (Finance – Accounting) - OSDS (Finance – Budget) - OSDS (ITU) - OSDS (Legal)
12:00–1:00 p.m.	LUNCH BREAK
1:00–2:00 p.m. (1 hr)	CONTINUATION OF CY 2022 OPCRf PRESENTATION – By Functional Heads
2:00–3:00 p.m. (1 hr)	PRESENTATION OF CY 2023 TARGETS BASED ON 2023-2028 DEDP Ucille P. Galvez – SEPS, Planning and Research
3:00–3:30 p.m. (30 mins)	ALIGNMENT OF TARGETS IN THE WORK AND FINANCIAL PLAN/ DIVISION MONITORING, EVALUATION AND ADJUSTMENT AND INDIVIDUAL COMMITMENT AND REVIEW FORM Marieto Cleben V. Lozada – EPS II, SMME
3:30–4:00 p.m. (30 mins)	CY 2023 PPMP, PROCUREMENT CONCERNS John Philip B. Luga – Procurement Officer
4:00–4:30 p.m. (30 mins)	EXPENDITURE MATRIX IN THE PMIS Jovixson B. Dalura – Planning Officer III
4:30–5:00 p.m. (30 mins)	Ways Forward & Closing

Barthelmy Barrient

