



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

**Office of the Schools Division Superintendent**

July 13, 2021

DIVISION MEMORANDUM  
 No. 315, s. 2021

**YEAR-END PERFORMANCE REVIEW AND EVALUATION FOR TEACHING PERSONNEL, SCHOOL HEADS (SY 2020-2021) AND NON-TEACHING PERSONNEL (CY 2021)**

To: Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/Districts In-Charge  
 Public School Principals/School Heads  
 Others Concerned

1. This has reference to Memorandum DM-PHROD-2021-0010 dated 11 January, 2021 titled Guidelines on the Implementation of the Results-based Performance Management System (RPMS) for SY 2020-2021, the field is hereby required to conduct a Year-End Performance Review and Evaluation for the Teaching, School Heads and Non-Teaching Personnel in schools.

2. Below is the matrix of schedule for the RPMS cycle for SY 2020-2021.

Phases of RPMS Cycle	Task/Activity	Person(s) Responsible	Schedule
Phase III Performance Review and Evaluation	Year-End Review	Raters, Ratees, and Approving Authorities	A week after scheduled graduation July 19-30, 2021
Phase IV Performance Rewarding and Development Planning	Ways Forward Development Planning	Ratees	A week after scheduled graduation July 19-30, 2021
	IPCRF Data Collection	School Head/Raters	A month after scheduled graduation August 20, 2021



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
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3. Please be guided of the following RPMS Ratee-Rater-Approving Authority:

<b>Schools</b>		
Ratee/Teacher	Rater/Observer	Approving Authority
Principal	PSDS/DICs/ Assistant Superintendent	Superintendent
Head Teacher Master Teacher	Principal/ School Head	Superintendent Small and Medium Divisions
Teacher	Principal/ School Head	Superintendent Small and Medium Divisions
Teacher	Master Teacher/ Head Teacher/ Assistant Principal	Principal/ School Head
ALS Implementers (school-based)	Master Teacher/ Head Teacher/ Assistant Principal	Principal/ School Head
ALS Implementers (community learning centers-based)	Education Program Specialist for ALS	Chief of Curriculum Implementation Division
Non-Teaching Staff	Principal	Administrative Officer V (SDO-School Governance and Operations Division)

<b>Division Office</b>		
Ratee	Rater	Approving Authority
Assistant Superintendent	Superintendent	Assistant Regional Director
Chief of Division	Assistant Superintendent	Superintendent
Education Program Supervisor	Chief of Division	Assistant Superintendent
District Supervisor	Chief of Division	Assistant Superintendent
Section Chief / Unit Head	Chief of Division	Assistant Superintendent
Staff	Section Head / Unit Head	Head of Division



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4. This is to reiterate D.O. No. 2, s. 2015, entitled: Guidelines on Establishment and Implementation of the RPMS in DepEd item no. 60, re: The Composition of the Performance Management Team (PMT), to wit:

<b>Division PMT</b>			
Chair	Members	Observer	Secretariat
Assistant Schools Division Superintendent (most senior, in terms of tenure as ASDS)	<ul style="list-style-type: none"> <li>• Planning Officer III</li> <li>• Accountant III</li> <li>• Chief Administrative Officer V</li> <li>• One (1) Education Program Supervisor</li> <li>• One (1) Principal's Representative (Elementary: PESPA)</li> <li>• One (1) Principal's Representative (Secondary: NAPSSHI/ NAPSSPHIL)</li> <li>• One (1) representative from the teacher association for Elementary</li> <li>• One (1) NEU-Division Chapter Representative</li> </ul>	One (1) PTA Division Federation Representative	Administrative Office
<b>School PMT<sup>2</sup></b>			
Chair	Members	Observer	Secretariat
Principal – elect	<ul style="list-style-type: none"> <li>• Four (4) Master Teacher/ Head Teacher</li> <li>• One (1) Representative from the School Planning Team</li> <li>• One (1) Administrative Officer/ Representative from non-teaching group</li> <li>• One (1) representative from the teacher association</li> </ul>	One (1) PTA Representative	Administrative Office



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5. The summary/ consolidated IPRCF/OPCRF Data Collection, the PMT Composition and the PMT minutes of meetings and other means of verifications of its activities, shall be submitted to this office on or before August 23, 2021.
6. Widest dissemination and compliance of this memorandum is highly desired.

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

Encl.: As stated

Reference: DM-PHROD-2021-0010 dated 11 January, 2021  
DO No. 02 s.2015

To be indicated in the Perpetual Index  
under the following subjects:

YEAR-END  
PERFORMANCE REVIEW AND EVALUATION

GLG/DM- Year-End Performance Review and Evaluation For Teaching Personnel,  
School Heads and Non-Teaching Personnel (CY 2021)

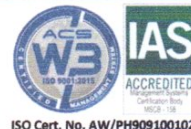
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