



Republic of the Philippines
Department of Education
Region V



SCHOOLS DIVISION OFFICE OF SORSOGON

Capitol Compound, Sorsogon City

April 15, 2019

DIVISION MEMORANDUM

No. 70, s. 2019

PERFORMANCE REVIEW AND EVALUATION FOR SCHOOL HEADS, SY 2018 – 2019

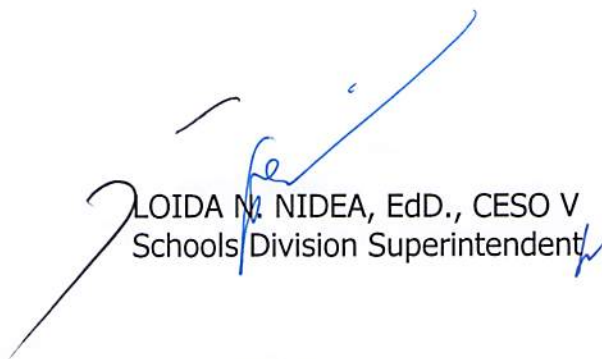
To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors/OIC-PSDSs
Cluster Heads, Secondary Schools
School Heads, Elementary and Secondary Levels

1. In compliance with part VI.C.34 of the Enclosure to DepEd Order No. 2, s. 2015 entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", this Office shall conduct the Performance Review and Evaluation for all school heads in the elementary and secondary levels based on their approved OPCRf for SY 2018 – 2019.
2. This activity aims to:
 - a. assess the Office or the school heads' performance level based on the signed Office Performance Commitment and Review Form (OPCRf) through the validation of the Means of Verifications (MOVs) of their accomplishments per KRA and objectives;
 - b. discuss with the ratee the competencies observed in the performance cycle for developmental purposes; and
 - c. come up with agreements on the targets for the succeeding SY 2019 – 2020.
3. All school heads in the elementary and secondary levels; Public Schools District Supervisor/OIC – PSDSs; and the District/Cluster Performance Review and Evaluation Committees (PREC) are expected to attend on the following date and venue:

Date	Municipality/ies	Districts/Cluster	Venue
May 2, 2019	Matnog & Sta. Magdalena	Matnog I & II & Secondary Cluster Sta. Magdalena & Secondary Cluster	Matnog Central ES
May 3, 2019	Bulan	Bulan I, II, III & IV; and Bulan Cluster	Bulan NHS
May 6, 2019	Bulusan & Barcelona	Bulusan District & Bulusan Cluster Barcelona District & Barcelona Cluster	Tagdon ES

May 7, 2019	Gubat & Prieto Diaz	Gubat North & South; and Gubat Cluster Prieto Diaz District; and Prieto Diaz Cluster	Gubat South Central ES
May 8, 2019	Magallanes & Irosin	Magallanes North & South; and Magallanes Cluster Irosin I & II; and Irosin Cluster	Irosin Central ES
May 9, 2019	Juban & Casiguran	Juban District; and Juban Cluster Casiguran District; and Casiguran Cluster	Casiguran Central ES
May 30, 2019	Donsol	Donsol East, West I & West II Districts; and Donsol Cluster	Donsol East Central ES
May 31, 2019	Pilar & Castilla	Pilar I, II & III District; and Pilar Cluster Castilla East, West & South; and Castilla Cluster	Putiao Central ES

4. The participants are advised to bring their (a) Approved OPCRf (targets) for SY 2018 – 2019; and (b) Documents as Means of Verifications (MOV) of their accomplishments per KRA and Objectives. They are also advised to sort their MOVs by KRA to facilitate the conduct of this activity.
5. No proxy is allowed. All school heads are expected to be at the venue before 8AM of their scheduled date.
6. Enclosed are the Matrix of Activities and the Committees.
7. Expenses relative to the conduct of this activity shall be charged against school/division MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this Memorandum is earnestly desired.
9. For compliance.


 LOIDA N. NIDEA, EdD., CESO V
 Schools Division Superintendent

Ref: DO 2, s. 2015
 To be indicated in the PERPETUAL INDEX
 under the following:
 ASSESSMENT

EVALUATION

PERFORMANCE

Enclosure No. 01 to Division Memorandum No. 10, s. 2019

MATRIX OF ACTIVITIES

TIME	Activities	In-Charge	Expected Output
8:00 – 9:00	Opening Program	Principal of the host school	Set the mood of the participants
9:00 – 10:00	Performance Review & Evaluation Rationale Alignment of KRAs to the OPCRf of the SDS/ASDS	Ma. Jeany T. Postrado ASDS, Rater	Aligned KRA to the OPCRf of the SDS/ASDS
10:00 – 12:00	Validation of MOVs by KRAs and Objectives vis-à-vis approved OPCRf	District/Cluster PREC	<ul style="list-style-type: none"> Accomplished OPCRf for SY 2018 – 2019 Consolidated Rating by district/cluster
12:00 – 1:00	Lunch Break		
1:00 – 2:30	<ul style="list-style-type: none"> Workshop on Accomplishing Part IV of Performance Cycle. 	Ma. Jeany T. Postrado ASDS, Rater	Accomplished Part IV of the OPCRf for submission to the SGOD - HRTD
2:30 – 3:30	<ul style="list-style-type: none"> Workshop on Drafting the OPCRf for SY 2019 – 2020 based on the identified needs and priorities 	PSDS/OIC – PSDS Cluster Head	Draft of OPCRf for SY 2019 – 2020 Tentative schedule of mid-year performance review, evaluation and adjustment
3:30 – 4:30	<ul style="list-style-type: none"> Presentation of Targets for SY 2019 – 2020 	Selected school heads	Target of the school for SY 2019 – 2020
4:30 – 5:00	<ul style="list-style-type: none"> Closing Program 		
Facilitators	ASDS, PSDS/OIC-PSDS, & Cluster Heads		

COMMITTEES

Committees	Chairpersons	Co-Chairpersons	Member	Member
Over-all Committee	ASDS Ma. Jeany T. Postrado	PSDSs/OIC- PSDSs Cluster Heads	District PREC	Cluster PREC
Venue & Accommodation	Principal of the Host School		Elementary School Heads	Secondary School Heads
Registration & Certificates	PSDSs/OIC – PSDSs	Cluster Heads	One (1) Elem. School Head	One (1) Sec. School Head
Collating & Consolidating Reports	ASDS Ma. Jeany T. Postrado		District PREC	Cluster PREC