



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 8, 2024

DIVISION MEMORANDUM
No. 01, s. 2024

PERFORMANCE MANAGEMENT CALENDAR FOR CY 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID & SGOD Supervisors and Personnel
OSDS Unit Heads and Personnel
School Heads and Teachers
School-based Non-Teaching Personnel
All Others Concerned



1. This Office announces the timeline for the Performance Management Calendar 2024 in consonance with DepEd Order No. 2, s. 2015 “Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education”.

Group	Phase I Performance Planning and Commitment	Phase II Performance Monitoring and Coaching/ Midyear Review	Phase III Performance Review and Evaluation
School-based Personnel	August 2023	January 24 and 25, 2024	(Before or within) June 24 to 28, 2024
SDO-based Personnel	January 2024	<u>Monitoring and Coaching:</u> February 2024 to November 2024 <u>Midyear Review:</u> From Third Week of June to Second Week of July 2024	Third Week and Fourth Week of December 2024

2. The Ratee, Rater, Approving Authority and the Performance Management Teams and Grievance Committees at the SDO and school levels are reminded to review their roles as stipulated in DepEd Order No. 2, s. 2015.

3. The Ratee, Rater and Approving Authority as stipulated Annex A of DepEd Order No. 2, s. 2015 is herein reiterated for guidance:

DIVISION OFFICE		
Ratee	Rater	Approving Authority
Superintendent	Assistant Regional Director	Regional Director
Assistant Superintendent	Superintendent	Assistant Regional Director
Chief of Division	Assistant Superintendent	Superintendent
Education Program/District Supervisor	Chief of Division	Assistant Superintendent
Section Chief/Unit Head	Chief of Division	Assistant Superintendent
Staff	Section Chief/Unit Head	Head of Division

DM 31, s. 2019 DM Rev. 01



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SCHOOLS		
Principal/ School Head	Assistant Superintendent	Superintendent
Head/ Master Teacher	Principal	Superintendent (Small and Medium Divisions) Assistant Superintendent (Large and Very Large Divisions)
Teacher	Head Teacher/ Master Teacher	Principal
Non-Teaching Staff	Principal	Administrative Officer V

4. The composition of the Division Performance Management Team and Grievance Committee are enclosed to this memorandum. Schools are expected to have their team/committee functional in reference to DepEd Order No. 2, s. 2015.
5. The following are specific instructions on the 2024 Performance Management:

Phase I – Performance Planning and Commitment

- A. The school-based Personnel are expected to have their OPR and IPR targets set on or before the first week of classes.
- B. The SDO-based Personnel are expected to set their OPR and IPR targets right after the OPR of the Schools Division Office for Calendar year 2024 has been approved by the Regional Office. An issuance shall be made by this Office as soon as the SDO’s submission has already been approved.

Phase II – Performance Monitoring and Coaching and Midyear Review

- C. Specific to the Head of Office and Approving Authority of Employees on probation, the procedure for the assessment of performance during the Probationary Period stipulated in DepEd Order No. 19, s. 2022 “The DepEd Merit Selection Plan” must be strictly followed.
- D. Heads of Section/Unit/Schools/Office must accomplish the Performance Monitoring and Commitment Form (PMCF) to capture the significant incidents during the monitoring and coaching activities between the ratee and rater. It shall provide a record of demonstrated behaviors, competencies and performance, and shall be an effective substitute in the absence of quantifiable data. The ratee and the rater shall sign each significant incident recorded in the PMCF to ensure that agreement has been reached.
- E. A Midyear Review must be conducted to adjust targets and/or provide technical assistance especially in catching up, if necessary. It is also a good time to scout candidates for rewards and recognition during the Phase IV of the RPMS.

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Phase III – Performance Review and Evaluation

- F. The Performance Review and Evaluation must be thoroughly conducted not only to appraise performance but also to reward best performance and plan for professional development activities.
- G. After the Performance Review and Evaluation, (1) the Head of Office/School shall prepare two hard copies of duly signed transmittal containing the summary of the IPCRF ratings of the personnel in their unit in alphabetical order. Along with the transmittal, the IPR of each personnel in the unit must also be submitted in alphabetical order. The personnel's two sets of IPR must include a one-page photo collage (per Key Result Area) of the Means of Verification they presented to the Rater. (2) After the approval of the Approving Authority, one copy must be returned to the personnel while the other copy shall be kept in the school for filing purposes. (3) Apart from the hard copy, a soft copy must also be kept in the school and another copy (without the photo collage) and in excel format shall be sent to sdonaga.hr@deped.gov.ph for record purposes.
6. A one-time recalibration of the OPR may be allowed, subject to the approval of the Schools Division Superintendent and upon the issuance of guidelines.
7. A reiteration on the Disqualification Criteria and Sanctions included DepEd Order No. 2, s. 2015 is hereby included to remind all concerned of the seriousness of this Performance Management Calendar.

VIII. Disqualification Criteria

66. *Unless justified and accepted by the PMT, non-submission of the OPCRf to the Planning Office and the IPCRF to the BHROD (through the HR Office, also known as the Personnel Section) within the specified dates shall be a ground for employee's disqualification for performance-based personnel actions that require the rating for the given period such as promotion, training, scholarship grants and PBB, if the failure of the submission of said forms is due to the fault of the employee.*

IX. Sanctions

67. *Any violation of reasonable office rules and regulations and simple neglect of duty for the supervisors and employees responsible for the delay or non-submission of the OPCRf and IPCRF shall be dealt with administratively.*
68. *Failure on the part of the head of office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.*

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8. Questions and clarifications may be directed to the Planning Officer at cellphone number 0917-9349425 or the Human Resource Management Officer at cellphone number 0938-7326944.
9. Compliance to this memorandum is desired.

SUSAN S. COLLANO PhD, CESO V
Schools Division Superintendent

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Enclosure to Division Memorandum No. 07 s. 2024

COMPOSITION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM

Chairperson	Assistant Schools Division Superintendent	CECILE C. FERRO
Members	Planning Officer III	MICHELLE A. LO
	Accountant III	MARY ANN M. ENCILA
	Chief Administrative Officer V	MARY ANN B. ROSAURO
	Education Program Supervisor	JARME D. TAUMATORGO
	Principal Representative (Elementary)	ROWENA O. TABILOG
	Principal Representative (Secondary)	SULPICIO C. ALFEREZ III
	Teacher Association Representative	APOLLO S. SEBELLO
	NEU-Division Chapter Representative	HAZEL ROSE L. SUMPAY
Observer	PTA Division Federation Representative	TOBIAS S. BONGON II
Secretariat	Administrative Office	JOY T. TAPAY

COMPOSITION OF THE GRIEVANCE COMMITTEE

Chairperson	Schools Division Superintendent	SUSAN S. COLLANO
Members	Legal Officer	DARCY BERTULFO E. DE LIMA
	Human Resource Management Officer	SHEILA MARGARITA M. DURANTE
	Education Program Supervisor	JARME D. TAUMATORGO
	Accountant	MARY ANN M. ENCILA
	PESPA Representative	ROWENA O. TABILOG
	NEU	HAZEL ROSE L. SUMPAY

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