



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
**SANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**ADVISORY No. 7**

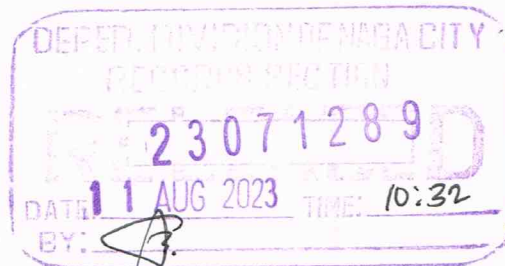
**August 8, 2023**

(In reference to Division Memorandum No.326, s. 2022  
**RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)  
CYCLE FOR SCHOOL HEADS, SY 2022-2023)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby issues the INSTRUCTIONS and SCHEDULE of Phase III – Final Performance Review and Evaluation of the Results-based Performance Management System (RPMS) Cycle for School Heads 2022-2023 on August 23 to 25, 2023.
2. Dissemination of and compliance to this Advisory is directed.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



DO 31, s. 2019 A



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## Kagawaran ng Edukasyon

REHIYON V

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### INSTRUCTIONS FOR THE FINAL PERFORMANCE REVIEW AND EVALUATION OF SCHOOL HEADS' PERFORMANCE COMMITMENTS FOR SY 2022-2023

#### SUBMISSION OF DOCUMENTS

1. A modified checklist of the Means of Verification (MOVs) agreed with School Heads during the RPMS Planning Phase will be issued through the Public Schools District Supervisors on August 10, 2023 to serve as a guide in the submission of documents for the Office Performance Review.
2. A self-rated OPCRf and documents for verification of performance are expected to be submitted to the Office of the Assistant Superintendent (Rater) from August 16 to 22, 2022 from 8 o'clock in the morning up to 5 o'clock in the afternoon.

Documents are expected to be arranged with labels (index tabs) following a table of contents or checklist from Key Result Area I to V. All school documents must be submitted at one time not in parts or pieces.

No documents will be accepted after 5 o'clock of August 22, 2023.

#### EVALUATION

3. The School Head may be accompanied by members of the School Performance Management Team during the performance evaluation schedule. A maximum of five (5) school team members (including the School Head) will be allowed to interact with the evaluators during the verification of documents. Ideally, one (1) member for each KRA must be assigned to facilitate the review.
4. The school team is requested to be in the Schools Division Office at least thirty minutes before their scheduled evaluation because schedules may be adjusted during the day as it depends on the volume of documents submitted. They are expected to be in Smart Casual attire.
5. General Reminders on RPMS Phase III: Performance Review and Evaluation (in reference to DepEd Order No. 2, s. 2015 (Item No. 36, 37 and 38)

#### Item No. 36

The RPMS shall put premium on KRAs towards the realization of organizational vision, mission, strategic priorities and the OPIF log frame. **Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents, or any output as proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.**

DO 31, s. 2019 A



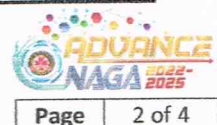
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11 AUG 2023



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Item No. 37

Office and Individual Performance Assessment. xxx The final rating shall be based solely on the accomplishment of the specific objectives as measured by the Performance Indicators. The OPCRf shall be accomplished and completed by the rater and the ratee to:

- i. Reflect actual accomplishments and results;
- ii. Rate each of the objectives;
- iii. Compute for the score per objective;
- iv. Determine the overall rating for accomplishments;
- v. Reach an agreement; and
- vi. Assess the competencies. (*through the respective PSDSs*)

Item No. 38

Initial self-rating shall be encouraged prior to the rater-ratee discussion.

6. If additional MOVs are presented in lieu of what is indicated in the List of MOVs, the team should agree if the score will be adopted or not.
7. All rating sheets should be given to the documenter by the team. The documenter should immediately encode the rating in the templates to present the Final Rating.

**POST EVALUATION**

8. Conduct of Exit Conference
  - a. Appreciation
  - b. Strong Points/Strengths
  - c. Weakness, if any
  - d. Developmental needs
  - e. Final Rating
  - f. Signing of the Ratee and Rater on the OPRF
9. The school team leaves the Conference Hall with their submitted and verified documents.

No document must be left at the SDO except a copy of the rating sheets and the rated OPCRf of the School Head.

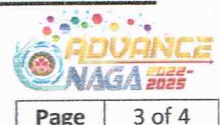
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**SCHEDULE OF OFFICE PERFORMANCE REVIEW**

Time	August 23 (Wednesday)	August 24 (Thursday)	August 25 (Friday)
7:30 to 8:10	<b>Naga Central School I</b>	<b>Tinago Central School</b>	<b>Sta. Cruz HS</b>
8:10 to 8:50	<b>Dr. Domingo Abcede ES</b>	<b>Balatas ES</b>	<b>Sta. Cruz ES</b>
8:50 to 9:30	<b>Rosario V. Maramba ES</b>	<b>Mac Mariano ES</b>	<b>Jose Rizal ES</b>
9:30 to 10:10	<b>Naga Central School II</b>	<b>Julian B. Meliton ES</b>	<b>Sabang ES</b>
10:10 to 10:50	<b>Cararayan HS</b>	<b>Balatas HS</b>	<b>Don Manuel I. Abella CS</b>
10:50 to 11:30	<b>Tinago HS</b>	<b>Concepcion Grande ES</b>	<b>San Isidro ES</b>
11:30 to 12:10	<b>Camarines Sur NHS</b>	<b>Del Rosario ES</b>	<b>San Rafael SPED Center</b>
12:10 to 1:10	<b>Lunch Break</b>		
1:10 to 1:50	<b>Yabu ES</b>	<b>Morada Ramos ES</b>	<b>Pacol ES</b>
1:50 to 2:30	<b>Carolina HS</b>	<b>Villa Corazon ES</b>	<b>San Isidro HS</b>
2:30 to 3:10	<b>Leon Mercado HS</b>	<b>Villa Grande Homes ES</b>	<b>Carolina ES</b>
3:10 to 3:50	<b>Naga City Science HS</b>	<b>Del Rosario HS</b>	<b>Panicuason ES</b>
3:50 to 4:30	<b>NCSAT</b>	<b>Tabuco Central School</b>	<b>Grandview ES</b>
4:30 to 5:10	<b>Concepcion Pequeña HS</b>	<b>Mabolo ES</b>	<b>Teodora Moscoso ES</b>
5:10 to 5:50	<b>Calauag ES</b>	<b>Triangulo ES</b>	

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