



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY No. 1

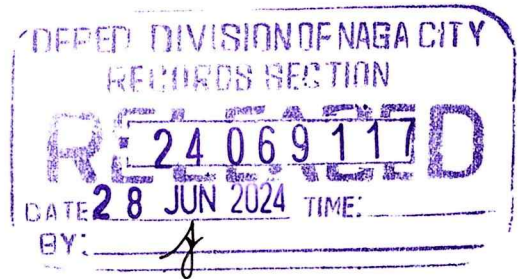
June 28, 2024

(In reference to Division Memorandum No. 277, s. 2023)
**RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM
FOR SCHOOL HEADS SY 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID Supervisors and SGOD Section Heads
OSDS Unit Heads
Heads of Public Schools
All Others Concerned

1. In accordance with DepEd Order 2, s. 2015 "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", this Office hereby issues the instructions and schedule of Phase III-Final Performance Review and Evaluation of the RPMS Cycle for School Heads at the Division Conference Hall, on July 17-19, 2024.
2. Immediate dissemination of and compliance to this memorandum is hereby directed.

SUSAN S. COLLANO CESOV
Schools Division Superintendent



**INSTRUCTIONS FOR THE FINAL PERFORMANCE REVIEW AND EVALUATION
OF SCHOOL HEADS' PERFORMANCE COMMITMENTS FOR SY 2023-2024**

SUBMISSION OF DOCUMENTS

1. A self-rated OPCRf and documents for verification of performance are expected to be submitted together with the documents to be evaluated on scheduled day of evaluation.
2. Documents are expected to be arranged with labels (index tabs) following a table of contents or checklist from Key Result Areas I to VI. All school documents must be submitted at one time not in parts or pieces.

EVALUATION

3. The School Head may be accompanied by members of the School Performance Management Team during the performance evaluation schedule. A maximum of 6 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.

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-ratee to:

- i. reflect actual accomplishments and results;
- j. rate each of the objectives;
- k. compute for the score per objective;
- l. determine the overall rating for accomplishments;
- m. reach an agreement; and
- n. assess the competencies

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 Ratee and Rater on the OPCRf
9. The school team leaves the Conference Hall with their submitted and verified documents.

No documents 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	July 17 Wednesday	July 18 Thursday	July 19 Friday
7:30 – 8:10	NCS I	Tinago CS	Sabang ES
8:10 - 8:50	Rosario V Maramba ES	JB Meliton ES	Sta. Cruz ES
8:50 – 9:30	Domingo G. Abcede ES	Balatas ES	JRES
9:30 – 10:10	Pacol ES	Balatas HS	NCS II
10:10 – 10:50	Cararayan HS	VGHS	San Rafael ES
10:50 – 11:30	Tinago NHS	CGES	San Isidro ES
11:30 – 12:10	CSNHS	VCES	San Isidro HS
12:10 – 1:10			
1:10 – 1:50	Leon Mercado HS	DRES	Don Manuel Abella CS
1:50 – 2:30	Carolina HS	DRHS	Carolina ES
2:30 – 3:10	NCSHS	Tabuco ES	Teodora Moscoso ES
3:10- 3:50	NCSAT	Triangulo ES	Morada Ramos ES
3:50 – 4:30	CPNHS	Mabolo ES	Panicuason ES
4:30 – 5:10	Calauag ES	Sta. Cruz HS	Yabu ES
5:10 – 5:50	Mac Mariano ES	Mabolo HS	Grand View ES

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DM 31, s. 2019 LH Rev. 01



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VALIDATING TEAM ASSIGNMENTS

Key Result Area	Objectives	Assigned Validator
KRA 1. LEADING STRATEGICALLY (10%)		
	1. Communicated the DepEd vision, mission and core values to the wider school community to ensure shared understanding and alignment of school policies, programs, projects and activities.	PSDS Teresita Irma S. Dy-Cok
	2. Developed and implemented with the planning team school plans aligned with institutional goals and policies	PSDS Mary Ann A. Papica
KRA 2. MANAGING SCHOOL OPERATIONS AND RESOURCES (20%)		
	3. Managed finances adhering to policies, guidelines and issuances in allocation, procurement, disbursement and liquidation aligned with the school plan.	PSDS Ramil S. Pederio
	4. Managed school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal.	PSDS Benedik Waren R. Ubante
	5. Managed staffing such as teaching load distribution and grade level and subject area assignment in adherence to laws, policies, guidelines, and issuances based on the needs of the school.	PSDS Gina B. Bobis
	6. Managed school safety for disaster preparedness, mitigation, and resiliency to ensure continuous delivery of instruction.	EPS Cesar T. Arriola/EPS Jarne Taumatorgo
KRA 3. FOCUSING ON TEACHING AND LEARNING (40%)		
	7. Assisted teachers in the review, contextualization and implementation of learning standards to make the curriculum relevant for learners.	PSDS Margerie B. Bathan
	8. Provided technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice	OIC PSDS Joretze S. Carandang
	9. Utilized learning outcomes in developing data-based interventions to maintain learner achievement and attain other performance indicators.	OIC PSDS Fernando M. Carandang
	10. Provided technical assistance to teachers in using learning assessment tools, strategies and results consistent with curriculum requirements to ensure accountability in achieving higher learning outcomes.	PSDS Emelyn A. Brofas/EPS Rea SB. Samino
	11. Managed a learner-friendly, inclusive and healthy learning environment	PSDS Dante R. Santelices
KRA 4. DEVELOPING SELF AND OTHERS (15%)		

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Key Result Area	Objectives	Assigned Validator
	12. Set personal and professional development goals based on self- assessment aligned with the Philippine Professional Standards for School Heads.	EPS Elvin B. Monroy
	13. Implemented the performance management system with a team to support the career advancement of school personnel and to improve office performance	EPS Rudyard C. Balacano
	14. Implemented professional development initiatives to enhance strengths and address performance gaps among school personnel	EPS Corazon Fatima A. Silerio
KRA 5. BUILDING CONNECTIONS (10%)		
	15. Managed school organizations, such as learner organizations, faculty clubs and parent-teacher associations, by applying relevant policies and guidelines to support the attainment of institutional goals.	EPS Josefina DLC Solis
	16. Initiated partnerships with the community such as parents, alumni, authorities, industries, and other stakeholders, to strengthen support for learner development, as well as school and community involvement.	EPS Noel A. Balares
PLUS FACTOR 5%		
	17. Performed various related works/activities beyond the KRA of the school head.	EPS Herma E. Bobis