



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

August 22, 2023

**DIVISION MEMORANDUM**

OSDS No. 113, s. 2023

**YEAR-END PERFORMANCE REVIEW AND RATINGS OF SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Performance Management Team Members (DPMT)  
Cluster Heads  
Elementary and Secondary School Heads  
School Property Custodians

1. In adherence to DepEd Order 02 s. 2015, "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education," the Year-End review and rating of the Office Performance Commitment Review Form (OPCRF) of schools shall be conducted from **September 4-15, 2023**.
2. The OPCRf shall be accomplished and completed by the rater and the ratee to:
  - a. Reflect actual accomplishments and results;
  - b. Rate each of the objectives;
  - c. Compute for the score per objective;
  - d. Determine the overall rating for accomplishments;
  - e. Reach an agreement; and
  - f. Assess the competencies
3. Other specific mechanism for the Review and Rating shall include:
  - a. panel '*revalida*'
  - b. presentation of documents as Means of Verification (MOVs)
  - c. Performance agreement/ Action Plan (*to be submitted on September 22, 2023*)
4. The school heads are encouraged to perform initial self-rating prior to the rater-ratee discussion.
5. The Division Performance Management Team and the school heads shall agree on the specific date, time and venue for rating. Below are the team compositions per cluster.



Address: Alunan Highway, Poblacion, Tacurong City 9800  
Telephone Numbers: (064)-200-6316; 0919-065-6425  
Email: [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
Website: [depedtacurong.org](http://depedtacurong.org)



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<b>CLUSTER</b>	<b>PMT Team</b>
North Cluster	Team Leader: Arlene G. Arquiza Members: Alejandro Reginaldo Randy Porras Ernie Pama
South Cluster	Team Leader: May Flor Romualdo Members: Jonel Solomon Rona Bred Mary Ann Umadhay
East Cluster	Team Leader: Mervie Y. Seblon Members: Zanaida B. Porras Freddie Delantar
West Cluster & TPES	Team Leader: Arlene G. Arquiza Members: Alejandro Reginaldo Randy Porras Ernie Pama
Secondary	Team Leader: May Flor Romualdo Members: Jonel Solomon Rona Bred Mary Ann Umadhay

6. The PMT Secretariat shall consolidate the minutes of the proceedings from each of the assigned teams and submit a report to the Schools Division Superintendent. Further the observer, Engr. Romeo A. Gevero, *PTA Division Federation President* may choose the dates where he can observe the proceedings.
7. For immediate dissemination and strict compliance.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None

Reference: DepEd Order 02, s. 2015

Allotment: NONE

To be indicated in the Perpetual Index under the following subjects  
PERFORMANCE RATINGS

MYS/OSDS/DM/ YEAR-END PERFORMANCE REVIEW AND RATINGS OF SCHOOL HEADS



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