



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

June 30, 2025

**DIVISION MEMORANDUM**

OSDS No. 084, s. 2025

**PERFORMANCE REVIEW AND EVALUATION FOR SCHOOL HEADS, AND SDO CHIEFS AND UNIT/SECTION HEADS**

To: Assistant Schools Division Superintendent  
Performance Management Team (PMT)  
Chiefs of SGOD and CID  
SDO Unit/Section Heads  
School Heads  
All Others Concerned

1. In accordance with DepEd Order No. 2, s. 2015 titled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education" and DM-OUHROD-2024-0586 or the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards, this Office through the Division Performance Management Team (PMT) shall conduct the performance review and evaluation for school heads, and SDO chiefs and unit/section heads.

2. The schedules, venues and personnel involved in the activities are provided below.

Activity	Schedule	Venue	Personnel Involved/Responsible
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Performance Review and Evaluation for School Heads	July 1-11, 2025	Division Office	<b>Sub-PMT A</b> Team Leader: • Mayflor D. Romualdo Members: • Jonel G. Solomon • Agnes G. Muyco  <b>Groups of School Heads to Present their SY 2024-2025 Performance/Accomplishments</b> • South Cluster • Central Cluster  <b>Sub-PMT B</b> Team Leader: • Arlene Rosa G. Arquiza Members: • Ernie P. Pama • Sheryll A. Moradas  <b>Groups of School Heads to Present their SY</b>



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			<b>2024-2025 Performance / Accomplishments</b> <ul style="list-style-type: none"><li>• Secondary Schools</li><li>• West Cluster</li></ul> <b>Sub-PMT C</b> Team Leader: <ul style="list-style-type: none"><li>• Zenaida B. Porras</li></ul> Members: <ul style="list-style-type: none"><li>• Randy E. Porras</li><li>• Ma. Dianne R. Dela Fuente</li></ul> <b>Groups of School Heads to Present their SY 2024-2025 Performance / Accomplishments</b> <ul style="list-style-type: none"><li>• East Cluster</li><li>• North Cluster</li></ul>
Submission of validated OPCRf of the school heads to the Office of the ASDS for the final review, evaluation and signing	July 14-16, 2025	Office of the ASDS	<ul style="list-style-type: none"><li>• OIC-ASDS</li><li>• School Heads</li></ul>
Mid-Year Performance Review and Performance Evaluation of SDO-Tacurong City	July 17, 2025	SDO Conference Room	<ul style="list-style-type: none"><li>• SDS</li><li>• OIC-ASDS</li><li>• CID and SGOD Chiefs</li><li>• All Unit/Section Heads</li></ul>

3. During the Performance Review and Evaluation, school heads shall present their self-rated OPCRf for SY 2024-2025, along with their Journal of Accomplishments and MOVs, to their assigned Sub-PMT for validation and evaluation of performance ratings. The Sub-PMT will notify them of the specific date and venue for the presentation of their OPCRf and supporting documents. The rated OPCRf of the school heads shall be initialed by the leader of the Sub-PMT and submitted for final review, evaluation and signature of the OIC-ASDS, and approval of the SDS.

4. During the Mid-Year Performance Review and Evaluation of the Division Office, the CID and SGOD Chiefs and the unit/section heads shall present their OPCRf accomplishments for January to June 2025 to the Division PMT. The Division PMT shall then prepare the OPCRf accomplishments and rating (January to June 2025) for the OSDS.

5. The Division PMT Chair shall oversee the activities and provide the necessary support to achieve the expected outputs.



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6. Meals and other expenses relative to the conduct of these activities shall be charged against the division MOOE/local funds subject to existing government auditing and accounting rules and regulations.
7. For information, guidance and compliance.

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

Enclosure: None  
References: As stated  
Allotment: None  
To be indicated in the Perpetual Index under the following subjects:

PERFORMANCE  
REVIEW  
EVALUATION

GBB/OSDS/DM/PERFORMANCE REVIEW AND EVALUATION FOR SCHOOL HEADS, AND SDO CHIEFS AND  
UNIT/SECTION HEADS/June 30, 2025