

RECORDS



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

July 11, 2022

DIVISION MEMORANDUM  
NO. 025, S. 2022

ADDENDUM TO DIVISION MEMORANDUM 026, s. 2022 RELATIVE TO THE CONDUCT OF  
MID-YEAR (January -June 2022) & YEAR-END (July- December 2022)  
PERFORMANCE REVIEW FOR ALL SCHOOL HEADS, HEAD TEACHERS, & SCHOOL BASED NON-  
TEACHING PERSONNEL FOR CALENDAR YEAR 2022

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC ELEMNTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

1. In cognizant with DepEd Order 02, s. 2015, this Office through the Division Performance Management Team headed by the Assistant Schools Division Superintendent announces the conduct of Mid-Year Performance Review (January-June 2022) & Year-End (July-December 2022) for all School Heads, Head Teachers, & School Based Non-Teaching Personnel for Calendar Year 2022
2. A Google Drive designated for the uploading of scanned IPCRF/OPCRFs shall be deployed on or before August 16, 2022. Deadline of IPCRFs/OPCRFs (Mid-Year) submission shall be amended hereof and designating August 22, 2022, as new date of submission to PRS of both printed and scanned copies.
3. Signatories such as raters and approving authority of these appraisal documents shall conform to the identified rater/designation/position stipulated in DepEd Order No. 2, s. 2015 and shall be consistent to the CSC Policies on Equal Opportunity, Public Service Excellence, and Accountability.
4. Expenses incurred relative to the conduct of this activity shall be charged to local funds subject to accounting, procurement, and auditing rules and regulations.
5. For information, guidance, and compliance of all concerned.

MARIZA S. MAGAN, EdD, CESO V  
Schools Division Superintendent

Reference: DepEd Order 02, s. 2015; RA 9155  
Performance Management Review (Mid-Year & Year-End Performance Review)  
IPCRFs/OPCRFs Rating Submission of School Heads, Head Teachers, & School Based Non-Teaching Personnel

PRS-SGOD

RELEASED  
Date: 7/12/22  
Time: 8:41  
Signature: [Signature]