



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

July 8, 2022

**DIVISION MEMORANDUM**  
NO. 326, S. 2022

**CONDUCT OF MID-YEAR (January -June 2022) & YEAR-END (July- December 2022)  
PERFORMANCE REVIEW FOR ALL DIVISION PROPER PERSONNEL CALENDAR YEAR 2022**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SECTION AND UNIT 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 Division Personnel.
2. Timeline, processes, assigned focal persons and expected outputs are hereby defined for guidance of all concerned.
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.

Reference: DepEd Order 02, s. 2015; RA 9155

*Performance Management Review (Mid-Year & Year-End Performance Review)  
IPCRFs Rating Submissions of Division Personnel*

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

PRS-SGOD



RELEASE  
Date: 7/12/22  
Time: 8:41  
Signature: A

**INDICATIVE TIMELINE, PROCESS, FOCAL PERSON, AND EXPECTED OUTPUTS**  
MID-YEAR PERFORMANCE REVIEW (January-June 2022)

DATE	ACTIVITY	FOCAL PERSON	EXPECTED OUTPUT
July 15-29, 2022	Mid-Year Performance Review of all Division Personnel from 3 Functional Divisions (OSDS, CID, & SGOD)	Identified Ratee and Rater DO 2, s. 2015	Duly signed and approved IPCRFs to be submitted to respective designated Function Division Focal.
August 2-3, 2022	Deadline of Submission to respective functional division in-charge	For OSDS Personnel in-charge to collect: <b>Donald Jake Superable</b> , Records Officer For CID Personnel in-charge to collect: <b>Annie Pagatpat</b> , Education Program Supervisor For SGOD Personnel in-charge to collect: <b>Emma Eval</b> , Education Program Specialist II-HRD	Duly signed and approved IPCRFs to be submitted to PRS by the designated Function Division Focal with checklist, summary of rating & endorsement signed by: For OSDS <b>ASDS Edgar Y. Tenasas, CESO VI</b> For CID <b>CID Chief Mark Chester Anthony G. Tamayo</b> For SGOD <b>SGOD Chief Melani D. Escobarte</b>  Prior to the acceptance of the printed copies of IPCRFs, the PRS shall check first the designated google drive for the uploaded scanned copies of approved IPCRFs by functional division with summary of rating and endorsement.
August 4-5, 2022	Submission of IPCRFs to PRS by functional division	PRS Personnel	Received printed and scanned (uploaded to the google drive) IPCRFs duly endorsed by respective authorized officials

**INDICATIVE TIMELINE, PROCESS, FOCAL PERSON, AND EXPECTED OUTPUTS**  
YEAR-END PERFORMANCE REVIEW (July-December 2022)

DATE	ACTIVITY	FOCAL PERSON	EXPECTED OUTPUT
December 15-16, 2022	Year-End Performance Review of all Division Personnel from 3 Functional Divisions (OSDS, CID, & SGOD)	Identified Ratee and Rater DO 2, s. 2015	Duly signed and approved IPCRFs to be submitted to respective designated Function Division Focal.
January 5-6, 2023	Deadline of Submission to respective functional division in-charge	For OSDS Personnel in-charge to collect: <b>Donald Jake Superable</b> , Records Officer For CID Personnel in-charge to collect: <b>Annie Pagatpat</b> , Education Program Supervisor For SGOD Personnel in-charge to collect: <b>Emma Eval</b> , Education Program Specialist II-HRD	Duly signed and approved IPCRFs to be submitted to PRS by the designated Function Division Focal with checklist, summary of rating & endorsement signed by: For OSDS <b>ASDS Edgar Y. Tenasas, CESO VI</b> For CID <b>CID Chief Mark Chester Anthony G. Tamayo</b> For SGOD <b>SGOD Chief Melani D. Escobarte</b>  Prior to the acceptance of the printed copies of IPCRFs, the PRS shall check first the designated google drive for the uploaded scanned copies of approved IPCRFs by functional division with summary of rating and endorsement.
January 10-11, 2023	Submission of IPCRFs to PRS by functional division	PRS Personnel	Received printed and scanned (uploaded to the google drive) IPCRFs duly endorsed by respective authorized officials