



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

October 10, 2022

DIVISION MEMORANDUM

No. 513, S. 2022

**ADOPTION AND IMPLEMENTATION OF THE PHILIPPINE PROFESSIONAL
STANDARD FOR SCHOOL HEADS FOR SCHOOL YEAR 2022-2023 WITH
INDICATIVE TIMELINE OF PERFORMANCE MANAGEMENT ACTIVITIES AND
SUBMISSION PROTOCOLS**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
DIVISION & DISTRICT PERFORMANCE MANAGEMENT TEAM
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
OTHERS CONCERNED PERSONNEL


1. Performance Evaluation and Appraisal is vital in the sustained quality, innovative, relevant, and timely education service delivery in all levels of DepEd Governance, thus this Office directs all School Heads and Head Teachers in strict conformance to DepEd Order 24, s.2020 ***“National Adoption and Implementation of the Philippine Professional Standard for School Heads.”***
2. Transitioning from the policy guidelines governing the Performance Evaluation and Appraisal System as provided by DepEd Order 2, 2015 to the adoption and full implementation of DepEd Order 24, 2020 shall follow the indicative timeline to wit:

ACTIVITY	SCHEDULE
Issuance of Division Memorandum relative to the adoption of the new performance management and appraisal system as per DO 24, s. 2020	October 7, 2022
Issuance of new OPCRFs/IPCRFs template for the utilization of the School Heads and Head Teachers by the Office of the M & E unit.	October 11, 2022
Conduct of School Year Mid-Performance Evaluation Review (August 2022-January 2023) by the School/District PMT	February 6-10, 2023

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Submission of the OPCRFS/IPCRFS of School Heads, Head Teachers, Master Teachers, & Teachers	February 23-24, 2023
Conduct of School Year End-Performance Evaluation Review (February 2023-June 2023) by the School/District PMT	July 10-14, 2023
Submission of the OPCRFS/IPCRFS of School Heads, Head Teachers, Master Teachers, & Teachers	July 21-22, 2023
OPCRFS/IPCRFS Target Setting (Commitment)	July 25-29, 2023

3. The Designated signatories shall still adhere the provisions provided by DepEd Order 2, s. 2015.
 4. The following processes and protocols on the submission of these appraisal documents shall be adhered and followed:
 - a. Scanned copies of the IPCRFs/OPCRFs (complete set) **in a single PDF file per set/position** with a summary of rating signed by the school head shall be dropped/uploaded to the Google Drive link tinyurl.com/OPCRIPCR2223 for electronic access by the HRDU and PRS for validation purposes. **Create a subfolder per position category with the name of your school.**
 - b. A printed, signed Summary of Rating shall be submitted to the Planning & Research Department by the M&E unit, taken from the uploaded files of your school for PBB document preparations.
 - c. One (1) original copy of IPCRFs/OPCRFs (complete set) with Summary of Ratings shall be directly submitted to the HRMO under the care of **Ms. Naisy Brosas, AO II** for PBB document preparations and shall be endorsed to the Division Records Office for Division File and updating of the CSC 201 File.
- A. Previous issuances inconsistent to the provisions cited herein shall be rescinded and repelled.
- B. For information, guidance, and compliance of all concerned.


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

Reference: DepEd Order 24, s. 2020