



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

21 February 2023

**DIVISION MEMORANDUM**

No. 086, s.2023

**SUBMISSION OF ACTIVITY COMPLETION REPORT OF THE PERFORMANCE MANAGEMENT REVIEW OF THE PERFORMANCE RATING OF SCHOOL HEADS AND PERSONNEL OF THE THREE FUNCTIONAL DIVISIONS FOR SCHOOL YEAR 2022-2023**

**TO:** ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

1. This Office, through the Planning & Research Section of School Governance and Operations Division announces the schedule of the submission of the Performance Management Review of the Performance Rating of Schools Heads and Personnel of the 3 functional divisions for School Year 2022-2023.
2. Anent to this, the schedule and the inclusive months shall follow to wit:  
**SCHOOLS:**
  - a. First Submission: For the period of August to December 2022- **March 3, 2023**
  - b. Second Submission: For the period of January to July 2023- **August 7, 2023****DIVISION OFFICE PROPER:**
  - a. First Submission: For the period of January -June 2023- **August 14, 2023**
  - b. Second Submission: For the period of July-December 2023- **January 29, 2024**
3. The PSDS shall be the one to submit the ACR on Performance Management Review of his/her concerned DLC. While the Administrative Officer V (GASU) of OSDS, Chiefs of SGOD & CID shall submit their functional division ACR on the Performance Management Review.
4. Submission shall be through printed copies to Angelo V. Alcaraz, Division PMT Secretariat
5. For information, guidance, and compliance of all concerned.



*[Signature]*  
**MARIZA S. MAGAN, EdD, CESO V**  
Schools Division Superintendent  
PRS-SGOD

**RELEASED**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_