



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the School Divisions Superintendent

June 14, 2024

Division Memorandum
 No. 143, s. 2024

SUBMISSION OF IPCRF & MOVs FOR SY 2023-2024

**TO: All Administrative Officer II (School Based)
 Administrative Assistant III & II (School Based)**

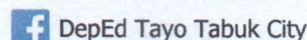
1. School Year-End Performance Evaluation Form is a part of the Result-Based Performance Management System (RPMS) Cycle both teaching and non-teaching in all levels of governance.
2. To facilitate proper and accurate process in the evaluation of performance, this office reiterates the compliance of the following guidelines as stipulated in the SDO- Tabuk City Performance Management Manual (PMS).
 - a. Authorized Evaluators and Approving Authorities

Ratees	Rater	Approving Authority
School Base Personnel Administrative Officer II	School Head	Administrative Officer V
Administrative Assistant III & II	School's Head	ASDS

3. Relative to this, all AO II and ADAS III are advised to submit all Means of Verification (MOVs) needed per KRA.
 - a. For Administrative Officer II MOVs:
 - Transmittal- Consolidated Report-RQA
 - Updated Leave Ledger (Submit Hard Copy)
 - Updated Service Records (Hard Copy)
 - Processed NOSI/ NOSA/ Loyalty
 - Transmittal of Reports submitted to Division Office (ex. DTR's Form 6/ Form 7
 - Scanned 201 (File-list/pictures)
 - Inventory Report (Supply)
 - b. For ADAS II & III
 - Financial Report



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>





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4. Submission of IPCRF & MOVs is on before June 28, 2024, at the Admin Office.
5. For information and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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