



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



April 15, 2025

Division MEMORANDUM
No. 169, s. 2025

**GUIDANCE IN THE IMPLEMENTATION OF THE PERFORMANCE MANAGEMENT AND
EVALUATION SYSTEM (PMES) FOR SCHOOL-BASED PERSONNEL
IN THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Division-based and School-based Non-teaching Personnel
All other concerned

1. In consonance with DM-OUHRD-2025-0922 titled Additional Guidance on the Implementation of Performance Management and Evaluation System, the Schools Division of Tabuk City issues the following guidelines to ensure the efficient and effective implementation of the Performance Evaluation for School Year 2024-2025:

- a. The composition of the Performance Management Team (PMT) in the Division, District, and School levels including their duties and responsibilities is reiterated in Division Memorandum No. 102, s. 2025. The PMT shall validate and cross-check submitted Means of Verification (MOV) against the individual's performance rating as follows:

Position	PMT Governance Level	Validator
School Head/Principal/ OIC/TIC	District Level	Not Applicable
Asst. School Principals, Department Heads, and school-based non-teaching personnel	School Level	Public Schools District Supervisor
Teacher I-III	School Level	
Master Teacher I-IV	School Level	

- b. For SY 2024-2025, School heads are directed to utilize the OPCR targets that were presented, accepted and approved by the body last March 11, 2025, as this is already anchored in the School Key Result Areas (KRAs) for School Heads and in the 2024 (3rd and 4th quarter) and 2025 (1st and 2nd quarter) Division Annual Implementation Plan (DAIP) as instructed in DM-OUHRD-2025-0922;



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- c. For other school-based personnel who do not serve as head of office but are performing administrative functions, they shall accomplish their Individual Performance Commitment and Review Form (IPCRF), as follows:

Position	Forms/Tools to be Used
Department Head	IPCRF anchored on the OPCR of the School Head
Head Teacher with teaching load and administrative functions	IPCRF anchored on the OPCR of the Schools Head, capturing the expected administrative tasks and objectives in the PMES for Highly Proficient Teachers Tools
Head teacher without teaching load	IPCRF anchored on the OPCR of the School Head
School-based Non-teaching Staff including Contract of Service with at least six (6) months of continuous service	IPCRF

- d. In accordance to DM-OUHRD-2025-0922, the interim ratee-rater-approving authority for all school-based personnel shall be as follows:

Ratee	Rater	Approving Authority
School Head/Principal/OIC/TIC	Asst. Schools Division Superintendent	Schools Division Superintendent
Assistant School Principal	School Head	Asst. Schools Division Superintendent
Department Head	School Head	Asst. Schools Division Superintendent
Master Teacher (Elem/JHS/SHS)	School Head	Asst. Schools Division Superintendent
Teacher (Elem)	Master Teacher	School Head
Teacher with no Master Teacher/Dept Head (JHS)	School Head	Asst. Schools Division Superintendent
Teacher (SHS)	Master Teacher/Asst. School Head	School Head
Teacher with no Master Teacher/Asst. School Head (SHS)	School Head	Asst. Schools Division Superintendent
ALS Teacher (Community Learning Center)	CID Chief	Asst. Schools Division Superintendent

2. To facilitate the seamless conduct of the performance evaluation, the schools and field offices shall follow the process and schedule below:

- a. **For Asst. School Principals, Department Heads, and school-based non-teaching personnel**

Process Number	Activity	Timelines
1	Prepares Means of verification (MOVs) and conducts performance self-assessment and self-rating	April 21-30, 2025
2	Rater evaluates the veracity of the submitted MOVs per Key Results Area (KRA), provides the final rating and conducts performance feedbacking/coaching/mentoring	May 2-5, 2025



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3	Ratee prepares and submits his/her Individual Development Plan as product of his/her performance evaluation session with the rater	May 6-7, 2025
4	Rater reviews the Individual Development Plan, provides recommendations/revisions and approves the document (IPCRF Part I-IV)	May 8-9, 2025
5	PMT cross-checks the submitted MOVs against the individual's performance rating and the respective Public Schools District Supervisor (PSDS) validates the final rating	May 12-14, 2025
6	Submit one (1) copy of the complete IPCRF (Part I-IV) to the Approving Authority for signing through the Records Section	May 15-19, 2025

b. **For School Heads/Principals**

Process Number	Activity	Timelines
1	Prepares Means of verification (MOVs) and conducts performance self-assessment and self-rating	April 21-30, 2025
2	Rater evaluates the veracity of the submitted MOVs per Key Results Area (KRA), conducts performance feedbacking/coaching/mentoring and provide the final rating while PMT cross-checks the submitted MOVs against the individual's performance rating	May 20-27, 2025
3	Ratee prepares and submits his/her Individual Development Plan as product of his/her performance evaluation session with the rater	May 28-29, 2025
3	Rater reviews the Individual Development Plan, provides recommendations/revisions and approves the document (IPCRF Part I-IV)	May 30, 2025 to June 2, 2025
4	Submits one (1) copy of complete OPCRf (Part I-IV) to the Rater for signature and approval of the Approving Authority	June 3-6, 2025

c. **For Teaching Personnel***

Process Number	Activity	Timelines
1	Prepares Means of verification and conducts performance self-assessment and self-rating by: 1. Accomplishing the Demographic Profile Part of the EIPCRF, and 2. the Encoding Part II of the EIPCRF	June 2-6, 2025
2	Rater evaluates the veracity of the submitted MOVs per Key Results Area (KRA) and accomplishes Encoding Part I in the EIPCRF of the teacher	June 9-11, 2025
3	Teacher accomplishes Part IV of the EIPCRF	June 13, 2025
4	Teacher prints the EIPCRF (Part I-IV) and submits the same to the rater for signature	June 16-17, 2025



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5	PMT cross-checks the submitted MOVs against the individual's performance rating and the respective Public Schools District Supervisor (PSDS) validates the final rating	June 18-20, 2025
6	Submits one (1) copy of the complete IPCRF (Part I-IV) to the Approving Authority for signing through the Records Section	June 23-25, 2025

**In lieu of the uninterrupted 30-day vacation of teachers provided in DepEd Order No 9, s. 2025 or the Amendment to DepEd Order No 9, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)*

The Certification of Rating and Validation Form of the Public Schools District Supervisor is found in Annex 1 of this issuance.

- Admin Officer II/Admin Support Staff shall prepare the Summary of Rating of all school personnel which format is provided in Annex 2. This is to be duly Certified True and Correct by the School Head and submitted in three (3) copies marked as follows: **Copy 1:** Division PMT/HR; **Copy 2:** Human Resource Development (HRD); **Copy 3:** School/Receiving Copy **NOT LATER than June 25, 2025.**
- For more information or clarification, please contact the Division Performance Management Team (PMT) through the Office of the Assistant Schools Division Superintendent.
- For information, guidance, and strict compliance.


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



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SCHOOL PERFORMANCE MANAGEMENT TEAM
Performance Evaluation Cross-checking Certification

Note: ALL ENTRIES MUST BE IN HAND WRITING

This is to **CERTIFY** that _____
Name of RateePosition

of _____
School have earned a Final Numerical Rating of _____

with a Descriptive Rating of _____ during the Cross-checking of the submitted Means

of Verification (MOVs) with the Individual's Performance Rating held on _____ at the
Date of Cross-checking

aforementioned School.

This **Certification** is issued as evidence of the reliability and validity of the Performance Rating given to the above-mentioned personnel during the Rating Period of the School Year 2024-2025.

_____ MT/HT/Teacher III	_____ Rep. School Planning Team	_____ Rep Teaching Association
_____ Rep non-teaching		_____ School Head

Validated by:



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District
NAME OF SCHOOL

PERFORMANCE MANAGEMENT AND EVALUATION
SUMMARY OF RATING

No.	Name of Personnel (Surname first in alphabetical Order; Sentence case)	Position (Do not Abbreviate)	Salary Grade	Numerical Rating	Descriptive Rating (Do not Abbreviate)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Summary:

Rating	Number of Personnel
Outstanding	
Very Satisfactory	
Satisfactory	
Poor	
TOTAL	

Prepared by:

Admin Officer II/Admins Support Staff

Certified True and Correct:

School Head



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