



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Reference Number: RU-2026-091

Office of the Schools Division Superintendent

October 19, 2026

DIVISION MEMORANDUM
No. **473** Series 2026

**SPECIFIC GUIDELINES AND ARRANGEMENTS FOR THE CONDUCT OF
THE MID-YEAR PERFORMANCE REVIEW AND COACHING FOR
SCHOOL HEADS FOR SY 2026–2027**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads both Elementary and Secondary
Performance Management Team
All Others Concerned

1. This is to provide the specific venues, schedule, and attendance requirements in connection with the conduct of the Mid-Year Performance Review and Coaching for School Heads for School Year 2026–2027, as previously announced through Division Memorandum No. 466, s. 2026.
2. The activities shall be conducted according to the following schedule, venue, and number of participants:

Date	Activity	Venue	Participants
October 26, 2026	Preparatory meeting of the PMT members and PSDSs	Procurement Unit Room	12 PMT members and Secretariat; 10 PSDSs
October 28, 2026	Mid-Year OPCR Performance Review and Coaching for School Heads	Katarungan Hall	School heads from STD-1, STD-2, STD-3, ETD-1, ETD-2, and ETD-3; 12 PMT members and Secretariat; 10 PSDSs
October 29, 2026	Mid-Year OPCR Performance Review and Coaching for School Heads	Katarungan Hall	School heads from NTD-1, NTD-2, WTD-1, WTD-2; 12 PMT members and Secretariat; 10 PSDSs

A total of 126 participants are expected for the activities, consisting of 12 PMT members and Secretariat, 10 PSDSs, and 104 school heads.



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3. All PMT members and PSDSs are **mandated to attend the scheduled performance review and coaching sessions** and shall serve as reviewers and coaches. They shall facilitate evidence-based deliberations on the school heads' accomplishments vis-à-vis their approved OPCR targets, examine the supporting Means of Verification (MOVs), identify performance gaps, provide constructive feedback, and recommend appropriate interventions and technical assistance.
4. All school heads shall attend on their respective district schedules and bring their duly accomplished **Performance Review and Coaching Form**, together with relevant supporting MOVs, as the basis for deliberation with the PMT and PSDSs. They shall be prepared to discuss their accomplishments, challenges encountered, areas for improvement, and proposed corrective actions for the remaining rating period.
5. The PSDSs are requested to ensure that the school heads under their respective jurisdictions are properly informed of their schedules and adequately prepared for the review. All concerned are expected to observe their assigned schedules and actively participate in the discussions to ensure a meaningful and productive performance review.
6. Expenses for meals and snacks for the conduct of the activities, shall be charged to local funds, while the travelling expenses of school heads shall be charged to their respective school MOOE, subject to the availability of funds and compliance with existing budgeting, accounting, and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

Digitally signed by
CHRISTOPHER
C. BENIGNO
Date: 2026.10.20
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CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC-Schools Division Superintendent

ASDS/glb



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