



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY

RELEASED

Date/Initial: 0-29-23
DepEd, Division of Pagadian City

Division Memorandum

No. 7 S. 2023

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
School Heads (Elementary and Secondary)
All Others Concerned
This Division

From: **MA. LIZA R. TABILON, EdD, CESO V**
Schools Division Superintendent

Subject: **Compliance and Submission of Performance Rating for CY: 2022**

Date: March 23, 2023

Based on data gathered from reports, it has been noted that there still remain teaching/non-teaching employees who do not have rating which allegedly are either caused by failure to submit a copy of their IPCRF, not rated by raters or copies of their IPCRF are lost. It has also been noted the Satisfactory rating is given to some personnel.

Anent this, all concerned officials as cited above are given this one-time extension and are directed for the compliance and submission of the performance rating of the teaching and non-teaching personnel under their jurisdiction not later than March 31, 2023. Employees with Satisfactory rating must be provided with appropriate developmental intervention by the Division/Section Head concerned in coordination with the Human Resource Development Section.

Further, in consonance with DepEd Order no. 2, s. 2015, it is reactivated the Performance Management Team which functions among others include ensuring that the processes for target setting, monitoring, evaluation and development planning are carried out. The Division PMT shall conduct inquiry and validation in the event of non-compliance of concerned officials to determine culpability as non-rating may result to disqualification of employees for performance-based personnel actions and benefits. The PMT is authorized to justify and accept submission of IPCRF if non submission is proven to be not the fault of the employee. It is therefore necessary for the PMT to convene and deliberate to resolve the above-cited concerns and submit to the SDS their findings and recommendation.

Employees concerned are also expected to act in accordance with policy in order for the management to meet its performance goals/targets.

Immediate dissemination of and compliance with this memorandum is expected.

mlrt/Division Memo
Control No. /03/22/2023



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

depedpagadian.org || facebook.com/pagadian.division || pagadian.city@deped.gov.ph