



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

RELEASED
16 MAY 24 J

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

May 15, 2024

DIVISION MEMORANDUM

No. 160, s. 2024

**2023-2024 School Heads' Performance Review, Evaluation
and Development Planning**

1. Per DepEd Order No. 2 series of 2015, known as the Guidelines on the establishment and implementation of the Results-based Performance Management System (RPMS) of the Department of Education, this office announces the conduct of Phase III or the Performance Review and Evaluation and Phase IV, Performance Rewarding and Development Planning in the month of June 2024.
2. The activity which will be participated in by all elementary and secondary school heads, aims to generate the duly accomplished and completed OPCRf that would:
 - a. Reflect actual accomplishments and results;
 - b. Rate each of the objectives;
 - c. Compute for the score per objective;
 - d. Determine the overall rating per accomplishments;
 - e. Reach an agreement; and
 - f. Assess the competencies
3. It is also an opportunity for rater-ratee discussion to take place focusing on the strengths and developmental needs as inputs for reward and developmental planning.
4. Further, this activity shall also form part of the Performance Planning phase for the succeeding School Year. As such, it shall also generate the School Heads' commitment for SY 2024-2025.
5. With this, all school heads of both elementary and secondary schools shall participate in this undertaking. Public Schools District Supervisors (PSDS) are to provide technical assistance to ensure completeness and authenticity of evidences submitted and facilitate the smooth and orderly conduct of this performance and evaluation process. This shall be conducted prior to the uploading of documents online.
6. The SDO validating team shall be composed of the Chiefs of SGOD and CID, Education Program Supervisors, SGOD Senior Education Program Specialists (SEPS), Education Program



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Specialists (EPS) and Sections/Unit heads. The team shall look into the MOVs submitted based on the RACCS (Relevance, Accuracy, Currency, Consistency) criteria. Validation shall be done online using the RPMS System developed by the Information Technology Office (ITO). Access to this system will be provided during the Orientation. Refer to Annex A for the list of venues, timelines and Validators.

7. A link will be provided for the uploading of scanned/digitalized copy of the OPCRf and its verifiable evidences or MOVs. Uploading of these evidences will commence on May 22 until June 7, 2024.
8. A virtual Orientation will be conducted to all School Heads, PSDSs and validators on May 21, 2024 at 9:00 o'clock AM.
9. Everyone is advised to observe the minimum health and safety protocols during the duration of the performance validation activity.
10. Travel and other incidental expenses relative to this activity shall be chargeable to local, school funds subject to the existing accounting rules and regulations.
11. Compliance to this memorandum is hereby enjoined.

LOURMA I. POCULAN, EMD, CESO VI
Assistant Schools Division Superintendent
OIC Schools Division Superintendent



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Annex 'A'

**2023-2024 School Heads' Performance Review, Evaluation
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List of Venues and Validators and Timelines

District	No. of Schools	Date	Venue	PSDS	Validators
ELEMENTARY				Lead: Chief Ma. Madelene P. Mituda, EdD	
East	9	June 18	San Pedro CES	PSDS Alelen Pancho	EPS Salem Uyag PDO Richard Van Trio Bookkeepers Secretariat: AO II-SPCES
West A	17	June 19	Balangasan CES	PSDS Eimie Aruelo	EPS James Marquez SEPS Joseph O. Fulloso Bookkeepers Secretariat: AO II-BCES
West B		June 19		PSDS Ludy Detalla	EPS Jusere Ann C. Basaya EPS Jeffrey Ymalay Bookkeeper Secretariat: AO II-BCES
North	11	June 18	Camp Abelon ES	PSDS Bernardino Alviar	EPS Dexter Fiel EPS Laverne Tarroza Bookkeepers Secretariat: AO II-CAES
South A	12	June 20	Sta. Lucia ES	PSDS Raquel Yap	EPS Jovita S. Dugenia EPS Honeycher Altubar Bookkeepers Secretariat: AO II-SLCES
South B		June 20		PSDS Juanito Cantila, Jr	EPS Araceli b. Cagadas SEPS Honey Sahara Aleman Bookkeepers Secretariat: AO II-SLCES
Central A	13	June 21	Pagadian City PS	PSDS Jocelyn Perez	EPS Domingo Ompoco PDO Teodora Ortiz Bookkeepers Secretariat: AO II-PCPS





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Central B		June 21		PSDS Thais Tardo	EPS Emerald Macaumbang PDO Richel Reducto Bookkeepers Secretariat: AO II-PCPS
SECONDARY				Lead: Chief Ma. Diosa Z. Peralta	
Cluster 1	8	June 25	ZSNHS-SHS	PSDS Janet Negoso	EPS Hubert Patriarca EPS Sanny Boy I. Asim Bookkeepers Secretariat: AO II-ZSNHS-SHS
Cluster 2	10	June 25	ZSNHS-SHS	PSDS Ma. Theresa C. Tarranza	EPS Cynthia Rose Cartojano SEPS Locke D. Jusay Bookkeepers Secretariat: AO II-ZSNHS-SHS
ASSIGNMENT OF VALIDATORS:					
SGOD: KRA 1,2,4,5 (except for Objective 7) CID: KRA 3 FINANCE: KRA 2, OBJECTIVE 7					



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THE RACCS CRITERIA

- **Relevance.** The evidence must be appropriate to the indicator being assessed. It is appropriate if the artifact or document is a tool or a product of a practice expressed in the indicator.
- **Accuracy.** The evidence must be correct. If it is a lesson plan, then both content and procedure must be correct.
- **Currency.** The evidence must be present, existing, or actual.
- **Consistency.** The evidence must be verifiable and generates the same results from most of the sources.
- **Sufficiency.** The evidence must be adequate or enough. If a student learning portfolio is presented as evidence of self-directed learning, its presence in only two or three classes is not an adequate evidence of school-wide implementation.

Source: [*\(PPT\) The Revised SBM Assessment Process | monas deguia - Academia.edu*](#)