



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



April 22, 2025

DIVISION MEMORANDUM
No. 109, s. 2025

**School Heads' Performance Review, Evaluation
and Development Planning for SY 2024-2025**

1. Pursuant to DepEd Order No. 2 series of 2015, re: 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 School Heads' Performance Review and Evaluation, Phase III and Performance Rewarding and Development Planning, Phase IV, from May to June 2025. The specific schedule and venue per district/cluster will be announced in a separate issuance.
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. 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 school heads of their assigned district to ensure **completeness and authenticity** of evidence of practice prior to its submission online. The PSDSs shall also be responsible for the smooth and orderly conduct of the performance and evaluation process.
5. 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 Specialists (EPS) and Sections/Unit heads. The team shall look into the Means of Verification (MOV) submitted based on the RACCS (Relevance, Accuracy, Currency, Consistency) Criteria. The list of validators will be issued on a later date.
6. MOVs shall be submitted online using the PCDMIS account. Uploading shall start on April 28 to May 2, 2025.
7. Travel and other incidental expenses relative to this activity shall be chargeable to local, school funds subject to the existing accounting rules and regulations.
8. Compliance to this memorandum is hereby enjoined.

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