



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

December 13, 2021

DIVISION MEMORANDUM

No. 300 s. 2021

**YEAR-END REVIEW AND EVALUATION OF ACCOMPLISHMENTS
OF THE UNITS OF THE SCHOOLS DIVISION OFFICE**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
Unit Heads of the SDO
All Others Concerned

1. DepEd Order 2, s. 2015 titled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education instructs that the performance cycle for non-school based personnel starts in January and ends in December. The performance review and evaluation, as well as the performance rewarding and development planning shall be done at the end of the performance cycle. This is to assess the office and individual employee's performance level based in the commitments and measures as contained in the signed OPCRf and IPCRF.

2. In adherence to this policy, this Office will conduct the year-end review and evaluation of accomplishments of all personnel and units of the Schools Division Office on December 22-23, 2021 at the respective offices for the performance evaluation and at the SDO Conference Hall for the reporting of consolidated accomplishments. The raters and ratees shall discuss and agree on the actual accomplishments and results based on the performance commitments and measures made at the beginning of the rating period. Upon determining the overall ratings for the actual accomplishments and results, the rater and ratee shall reach an agreement by signing the OPCRf and IPCRF. Chiefs and unit heads shall consolidate the individual accomplishments versus the targets. The results of the performance review and evaluation shall be used in performance rewarding and development planning. Personnel who will receive an outstanding performance will be given certificates of recognition

3. This activity aims to achieve the following:

- 3.1 Conduct Phase III of RPMS Cycle – Performance Review and Evaluation
- 3.2 Consolidate the overall ratings for the actual accomplishments and results
- 3.3 Present the division or unit accomplishments versus the targets
- 3.4 Use results of the performance review and evaluation in performance rewarding and development planning



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

4. The matrix of activities is enclosed in this Memorandum for the reference of all concerned.
5. The list of ratees, raters and approving authorities as per DO 2, s. 2015 is reiterated as follows:

RATEE	RATER	APPROVING AUTHORITY
CID Chief	ASDS in-charge of CID	SDS
SGOD Chief	ASDS in-charge of SGOD	SDS
Education Program Supervisor	CID Chief	ASDS in-charge of CID
Public Schools District Supervisors	CID Chief	ASDS in-charge of CID
SGOD SEPS	SGOD Chief	ASDS in-charge of SGOD
SGOD EPS-II	SGOD SEPS	SGOD Chief
OSDS – Finance (Accounting and Budget)	ASDS	SDS
OSDS-Administrative Unit Heads (Cash, Personnel, Records, Property and Supply, General Services)	AO V	ASDS
OSDS – AO V, Legal and ICT	ASDS	SDS
Staff	Section Chief/Unit Head	CID Chief, SGOD Chief, AO V

6. Expenses to be incurred in this activity shall be charged against the Division MOOE subject to accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/Encl. as stated

/OASDS
PMT





Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF BULACAN

Enclosure no. 1 to Division Memorandum No. 300 s. 2021

MATRIX OF ACTIVITIES

Day 1 – December 22, 2021

TIME	ACTIVITY	IN-CHARGE
8:00 – 9:00	Registration	SGOD - HRDS
9:00 – 9:30	Opening Program	SGOD - SMME
9:30 – 10:00	Health Break	
10:00 – 12:00	Performance Review and Evaluation per Division, Unit, or Section	Heads of Divisions, Units, or Sections
12:00 – 1:00	Lunch Break	
1:00 – 5:00	Continuation of Performance Review and Evaluation per Division, Unit, or Section	Heads of Divisions, Units, or Sections

Day 2 – December 23, 2021

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:30	Opening Program	OSDS
8:30 – 9:30	Reporting of Consolidated Accomplishments - CID	CID Chief
9:30 – 10:00	Health Break	
10:00 – 11:00	Reporting of Consolidated Accomplishments - SGOD	SGOD Chief
11:00 – 12:00	Reporting of Consolidated Accomplishments - OSDS	AO V
12:00 – 1:00	Lunch Break	
1:00 – 4:00	Submission of Results of Performance Review and Evaluation as bases for Performance Rewarding and Development Planning	Heads of Divisions, Units, or Sections Performance Management Team
4:00 – 5:00	Closing Program	CID

[Handwritten signature]

