



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
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Office of the Schools Division Superintendent

July 11, 2022

DIVISION MEMORANDUM
 No. 199 s.2022

GUIDELINES ON THE CONDUCT OF YEAR-END PERFORMANCE REVIEW OF TEACHING AND NON-TEACHING SCHOOL-BASED PERSONNEL

To: Division Performance Management Team
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads

1. Pursuant to DO No. 2, s. 2015 – Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education and as per agreement of the Division Performance Committee, this Office announces the following guidelines on the conduct of SY 2021-2022 year-end performance review:
 - a. The School Performance Management Teams can have their own schedule of year-end performance review for as long as the concerned personnel's IPCRFs SHALL BE SUBMITTED to the SDO Records Section on or before **JULY 29, 2022 @ 5:00 pm** for the approval and signature of concerned SDO personnel.
 - b. No MOVs shall be submitted to the SDO. ONLY the rated IPCRFs shall be forwarded to the SDO for the approval of the concerned SDO personnel. The INTEGRITY, HONESTY and FAIRNESS of the RATERS in the school level is therefore reiterated.
 - c. As stipulated in DO 2, series 2015, item 45, "The AVERAGE RATING of individual staff members should NOT go higher than the collective performance assessment of the office, that is, the teachers and other school personnel can HAVE higher ratings than the school head, but the AVERAGE RATING of ALL the school personnel should NOT BE higher than the rating of the school head/OPCRF.
 - d. The non-teaching personnel's IPCRFs shall be printed in A4 bond paper, Aerial Narrow font 11. For the teachers' IPCRF, the specifications from the system will be followed, just download the form as it is.
 - e. The following table shows the raters and approving authority of the varied positions in the school level. Be guided accordingly.

POSITION/RATEE	REVIEWED/ RECOMMENDED BY/RATER	APPROVING AUTHORITY
School Head	ASDS	SDS
Master Teacher	School Head	SDS
Head Teacher	School Head	SDS
Teacher 1-3	Master Teacher/Head Teacher	School Head



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POSITION/RATEE	REVIEWED/ RECOMMENDED BY/RATER	APPROVING AUTHORITY
Teacher 1-3	School Head <i>(for schools with NO MTs and HTs)</i>	SDS
School-based ALS Implementers	Master Teacher/Head Teacher	School Head
Community Learning Centers-based ALS Implementers	EPS II for ALS	Chief Education Program Supervisor - CID
AO II	School Head	AO V for Administrative Services
ADAS II and III (for Finance)	School Head	Accountant III
ADA	School Head	AO V for Administrative Services
Nurse II (Elementary-School-based)	School Head	Medical Officer
SHS Nurse	Medical Officer III	SGOD Chief
Guidance Counselor	Head Teacher in Values Education	School Head
	School Head <i>(for Secondary Schools with NO HT in Values Education)</i>	ASDS
Librarian	Head Teacher in English	School Head
	School Head <i>(for Secondary Schools with NO HT in English)</i>	ASDS
Security Guard	AO IV (in the school)	School Head
Administrative Aide/Farm Worker	AO IV (in the school)	School Head

4. For immediate dissemination and compliance.


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 Schools Division Superintendent

SGOD/HRDS/ETA

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