



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023- 017

To : CID Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

Subject : **CONDUCT OF FIVE-DAY MID-YEAR BREAK**

Date : February 1, 2023

In pursuance to DepEd Order No. 34, s. 2022, re: School Calendar and Activities for the School Year 2022-2023, the conduct of Five-Day Mid-Year break will take place on February 6-10, 2023.

As stipulated in DO No. 34, s. 2023, the said activity will be spent for the conduct of the Midyear Performance Review and Evaluation and the School-Based INSET. The first two days shall be spent in evaluating the school's progress in the implementation of the educational programs, projects, and activities, as well as in reviewing the performance of teachers and the school staff to address concerns through cooperative effort. The last three days shall be devoted to the conduct of the school-based INSET activities for the teachers' continued professional development and the preparation of their Instructional Materials.

As discussed during the Virtual MANCOM on January 20, 2023, each school is expected to:

- a) **Prepare a Plan of Action for the Conduct of MPRE and INSET** (guided with DO 34, s. 2022 and in consideration to school needs, It does not need to be approved by the SDS as long as it is coordinated with/reviewed by the PSDS concerned. However, for activities to be conducted outside Digos City, approval of the SDS must be sought.
- b) **Submission of Accomplishment Report** (Suggested template: Date, Activity, Objective, Output, Other Remarks) – to be forwarded to the PSDS concerned for their perusal/recording, and appropriate action, which shall be subject for discussion at the CID Level for concerns needing division action.
- c) **Minutes on Conduct of Performance Review, Evaluation and Adjustment** – for review of Teacher's Performance, which is in line with the implementation of the "Customized Performance Management System for DepEd Digos City".



- Minutes shall be forwarded to concerned PSDS for perusal and for future technical assistance, which shall be forwarded to the Performance Management Team (PMT) – c/o BEVERLY S. DAUGDAUG, CID Chief.
- Attached is a copy of the Performance Management Process Flow for School-Based Personnel for review of all concerned.

Moreover, monitoring of activities conducted in schools shall be done by Division Personnel.


Travel expenses of monitors shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.

For guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-9778
DATE: FEB 02 2023 TIME: 2:59 PM
BY: 

Enclosed: As stated.

CID/bsd





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Performance Management Process Flow

For: School-Based Personnel

Phase	Activities	Brief Description	Timeline	Persons Involved	Forms to Use
I. Performance Planning and Commitment	1.1 Cascading of targets and Commitment Setting A. District level B. School level	The PSDSs meet the School Heads in their respective districts to: a) present IPC of ASDS & PSDS, b) discuss/ agree on individual targets, PPAs/Outputs, timeline, weight, performance indicators, MOVs, possible plus factor, c) Core Behavioral/ Leadership/Staff Core Skills, and d) Implementation of IDP of preceding year	August 1-7	ASDS/ PSDS with School Heads	OPC/IPC Forms
		The School Head/ Department Head meets the teachers and staff to: a) present/finalize school OPC, b) discuss/ agree on individual targets, PPAs/Outputs, timeline, weight, performance indicators, MOVs,	August 8-15	School Heads with Dept. Heads, or with Teaching and Non-Teaching Personnel, or Dept. Heads	OPC/IPC Forms





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		possible plus factor, c) Core Behavioral/Leadership/Staff Core Skills, and d) Implementation of IDP of preceding year		with Teachers	
	1.2 Preparation of OPC/IPC	The school head and teachers/staff prepare their OPC and IPC respectively, as based on agreed individual targets and commitments, then submit the same to the head/rater	August 16-23	All school-based personnel	OPC/IPC Forms
	1.3 Review of OPC/IPC	The School PMT reviews the OPC, while the School Head/Rater reviews the IPC.	August 24-31	School PMT, School Heads with Teaching and Non-Teaching Staff	OPC/IPC Forms
	1.4 Finalization of OPC/IPC and Reaching Agreement	The rater and ratee sign the OPC/IPC upon reaching an agreement	September 1-7	Rater and Ratee	OPC/IPC Forms





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Phase	Activities	Brief Description	Timeline	Persons Involved	Forms to Use
II. Performance Monitoring and Coaching	2.1 Performance Monitoring a) Daily/ Weekly/ Monthly Monitoring (for teachers)	The rater conducts daily/weekly/monthly monitoring to evaluate the performance of ratee based on targets and commitments in the OPC/IPC, or as to IDP implementation, for tracking and possible provision of technical assistance in cases of gaps.	September – June	School Heads/ Dept. Head for Teachers	Classroom Observation Tool (COT) and other templates used in schools to monitor performance
	b) Preparation and submission of ORS, MPOR, QPOR & SQPOR to the Rater (for School Heads and other Non-Teaching Personnel)	The School Head and other non-teaching personnel prepare and submit Output Rating Sheet (ORS) for his/her daily outputs/accomplishments to be reviewed/validated/ approved by the concerned rater. Inputs in ORS shall be reported monthly using the Monthly Performance Output Report (MPOR) template, which shall be summarized using the Quarterly Performance Output Report (QPOR) template. QPORs shall then be	Daily/ Weekly, End of the Month, End of the Quarter, End of the Year	School Head, Teaching and other Non-Teaching Personnel	ORS, MPOR, QPOR, SQPOR





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		reported as one using the Summary of Quarterly Performance Output Report (SQPOR) template.			
	c) Quarterly Performance Review, Evaluation and Adjustment (District Level)	Evaluation of School Heads' accomplishments against target/commitment in the School OPCR and making adjustments as deemed necessary	Sept, Dec, March, June	ASDS/ PSDS for School Heads	OPCR Form, MEA Templates, QPOR
	d) Mid-Year Performance Review, Evaluation and Adjustment (School Level – for teaching and non-teaching staffs)	Evaluation of teachers' accomplishments against target/commitment in the IPCRF and making adjustments as deemed necessary	February 1-7	School Heads for Teaching and Non-Teaching Staffs	IPCR Forms & MOVs, QPOR
	2.2 Coaching and Feedback	The rater provides feedback and technical assistance in cases of gaps as observed during monitoring, or based on Individual Development Plan	September – June	PSDS/ASDS for School Heads School Heads/ Dept. Head for Teaching	Performance Monitoring and Coaching Form (PMCF)





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		(IDP), or based on critical incidents observed.		and Non-Teaching Personnel	
III. Performance Review and Evaluation	3.1 Individual Performance Assessment and Completion of OPCRf and IPCRF	Each employee assesses his/her performance against office/individual targets/commitments and accomplishes the OPCRf/IPCRf.	June 16-30	School Head, Teachers, Non-Teaching Staffs	OPCRf/ IPCRF; Performance Monitoring & Coaching Form (PMCF)
	3.2 Review of OPCRf and IPCRF and Reaching Agreements	The rater reviews the OPCR/IPCrf and signs as agreements of rating are reached	July 1-7	ASDS/PS DS for School Heads School Head/Rater for Teachers & Non-Teaching Staffs	OPCRf/ IPCRF; Coaching & Mentoring Report,
	3.3 Review and validation of OPCRf/IPCRf by the PMT	The Division PMT, through the PRME Office, reviews and validates the ratings in the School OPCRf, and by the School PMT for IPCrf of Teaching and Non-Teaching Personnel	July 8-15	Division PMT (PRME Office) for OPCRf, and School PMT for Teaching and Non-Teaching	OPCRf/ IPCRF with MOVs





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				Personnel	
	3.4 Endorsement of OPCR/IPCRF to the Approving Authority	<p>The PMT through the PRME Office endorses the OPCR/IPCRF of School Heads to the Approving Authority (SDS).</p> <p>The School PMT forwards the IPCRF of Master Teachers to the Office of the SDS as their Approving Authority.</p>	July 15	Division PMT (PRME Office) for School OPCR, while School PMT for Master Teachers	OPCR/IPCRF
	3.5 Approval of OPCR/IPCRF by the Approving Authority	The Approving Authority does the final review and signs the accomplished OPCR/IPCRF.	July 16-23	Approving Authority	OPCR/IPCRF
	3.6 Returning and Filing of OPCR/IPCRF to Respective Office/Employees	<p>Signed OPCR/IPCRF shall be returned to respective employees for filing.</p> <p>School PMT Secretariat submits Report on Ratings in IPCR to Division PMT Secretariat.</p>	July 24-31	Division PMT for School OPCR; School PMT Secretariat for Teaching and Non-Teaching Personnel	OPCR/IPCRF





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IV. Performance Rewarding and Development	4.1 Development Planning	Development planning includes the following: a) Preparation of Individual Development Plan (IDP) based on observed performance against commitment, competency assessment, and significant incidents b) Review of IDPs by the rater to ensure that development needs observed are captured in the IDPs and discussed with the rates for possible interventions c) Summarizing IDPs to identify common development needs and planning for possible interventions in a meeting	July 8-15	All Personnel	IDP (Individual Development Plan)





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	a. Identification of Potential PRAISE Awards nominees	The PMT shall identify potential employees for awards for recommendation to the PRAISE Committee	July 24-31	Division PMT	OPCRF/ IPCRf
	4.3 Other personnel Action	The head shall identify employees needing other personnel action and act on it appropriately.	July 24-31	School Head	OPCRF/ IPCRf

References/Legal Bases:

- a) **Deped Order No. 2, s. 2015:** Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education
- b) **Memorandum Circular (MC) No. 06, s. 2012:** Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)
- c) **CSC Memorandum Circular 24, s. 2016:** Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)

