



February 09, 2016 **RECORDS SECTION**

**DIVISION MEMORANDUM**

No. 45- s. 2016

**RECTIFYING THE SIGNATORIES ON THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) AND CREATION OF SCHOOLS DIVISION OFFICE (SDO) PERFORMANCE MANAGEMENT SYSTEM**

To: Assistant Schools Division Superintendents  
 Chiefs, CID and SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. Pursuant to DepED Order No. 02, s. 2015 entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", the Schools Division Office (SDO) is creating the Schools Division Performance Management Team (SDPMT) as follows:

Chairs: JOHANNA N. GERVACIO, Ph.D.  
 OIC-ASDS, Leadership, Management and Development

ERICSON S. SABACAN, Ed.D.  
 OIC-ASDS, Leadership, Management and Development

**Members:**

MARAH M. PACSON	Planning Officer III
ORLANDO C. DE LEON	Accountant III
RENATO S. TAN, Ph.D.	Administrative Officer V
ALFREDO ESPINOZA	EPS, Assessment
CELIA T. INDUCIL	President, PESPA (Nueva Ecija Chapter)
FELIX ANTONIO, M.D.	President, PASSA (Nueva Ecija Chapter)
LULU B. DIAMANTE	Representative, Non-Teaching Association
ELEANOR A. MANIBOG	SEPS, HRD-SGOD
	EPS-II, HRD-SGOD

**Observer:**

MARY GRACE R. UERA  
 President, Division FPTA

**Secretariat:**

CEASAR C. LOPEZ, Ph.D.  
 HRMO

4. Below is the schedule of RPMS Activities:

March 7-18, 2016	Focused Group Discussion (ASDS)
April 4-15, 2016	Assessment of Teachers and School Non-Teaching Personnel
April 18-22, 2016	Assessment of School Heads
April 29, 2016	Deadline of Submission of RPMS to SDO

5. The following shall serve as guidelines:

a. At the end of every performance cycle, Summary of Rating per School shall be submitted to the Personnel Section and Human Resource Development (HRD) of SGOD.

b. The SDO shall adopt the RPMS Scoring Guide created by the office of the ASDS In-Charge of Leadership, Management and Development (LMD) to be distributed later as evaluation guide in the preparation, calibration, validation and assessment of performance.

c. All personnel are instructed to utilize the RPMS forms (Annex E and F) of above-mentioned DepED Order.

d. Personnel under contracts of service/job order and LGU-funded employees shall likewise be covered, but for purposes of performance evaluation only.

e. Personnel who are designated/on detail to another office shall be rated in their present or actual office, copy furnish their mother office.

f. Personnel whose performance rating is Outstanding shall be noted by the immediate superior and automatically rated by Assistant Schools Division Superintendent (ASDS) In-Charge of Academics, Instruction and Development (AID) or Leadership, Management and Development (LMD) as the case may be and to be approved by the Schools Division Superintendent (SDS).

8. The ratee, raters and approving authority of schools and SDO officials are as follows:

Ratee	Rater	Approving Authority
<b>* Schools Division Office *</b>		
SDS	Assistant Regional Director	Regional Director
ASDS	SDS	Assistant Regional Director
Chief (CID or SGOD)	ASDS (AID or LMD)	SDS
EPS (CID)	Chief (CID)	ASDS (AID)
EPS-II (ALS)	EPS - ALS	Chief (CID)
PDO (CID) and Librarian	EPS - LRMDS	Chief (CID)
SEPS/EPS-II (SGOD), PDO, Planning Officer, Engineer, Medical Officers and Dentists	Chief (SGOD)	ASDS (LMD)
Other Non-Teaching Personnel	Immediate Superior	Administrative Officer V
Nurses	Medical Officer	Chief (SGOD)
Accountant, Budget Officer, Legal Officer, ITO, AO V	ASDS (LMD)	SDS
Cashier, HRMO, Records Officer and Supply Officer	Administrative Officer V	ASDS (LMD)
Non-Teaching Personnel of Superintendentcy	ASDS (LMD) or immediate superior	SDS



Ratee	Rater	Approving Authority
<b>* Schools and Learning Centers *</b>		
Elementary School Teachers	School Heads	Needs initial of the PSDS before the signature of ASDS (CID)
Elementary and Secondary School Heads (OIC, TIC, HT and Principals)	ASDS (LMD)	SDS
Non-Teaching Personnel without School Administrative Officer	School Heads	Administrative Officer V (Orlando C. De Leon)
Non-Teaching Personnel with School Administrative Officer	School Administrative Officer	Principals
Secondary School Teachers with Department Heads	Department Heads	Principals
Secondary School Teachers without Department Heads	Principals	Administrative Officer V (Orlando C. De Leon)
Department Heads	Principals	ASDS (LMD)
Master Teachers	Principals	ASDS (AID)
ALS Mobile Teacher/DAISC	PSDS	EPS-ALS

9. For information, guidance and compliance.



**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

Reference: As stated:

To be indicated in the Perpetual Index under the following subjects:

PERFORMANCE EVALUATION  
PERSONNEL  
TEACHERS



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