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REPUBLIC OF THE PHILIPPINE
 Department of Education
 Region III
SCHOOLS DIVISION OF NUEVA ECILJA
 Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100

DEP-ED-NUEVA ECILJA

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RECORDS SECTION
 TAYO
 PARA SA
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14 February 2017

DIVISION MEMORANDUM

No. 40 S. 2017

**VALIDATING THE PERFORMANCE OF NON-TEACHING PERSONNEL, TEACHERS AND
 SCHOOL HEADS SEEKING FOR TRANSFER, RETIREMENT AND
 WITH CRITICAL INCIDENTS**

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

1. To ensure well-delivered functions, duties and responsibilities and cleared from school forms, money and property obligations among personnel, the Schools Division Office (SDO) shall validate the performance of teachers, non-teaching personnel and school heads seeking for transfer and retirement **effective immediately**.
2. This initiative is aimed to elevate the performance of personnel and ensure that all documents and other responsibilities has been properly turned over before leaving one station due to transfer and retirement.
3. Likewise, this is also applicable to non-teaching personnel, teachers and school heads who have been reported with critical incidents in accordance with Results-based Performance Management System (RPMS) who are recommended for mentoring and coaching.
4. The Rubrics on Validation of Performance and Operations and Management Rubric for Transfer both for Teachers and School Heads can be found on the Enclosures.
5. For your information, guidance and compliance.

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

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

PERFORMANCE
 PERSONNEL
 VALIDATION

ASDS_Memo_Validation_Performance
 ASDS_02_14_17



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 To God be the glory

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