



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

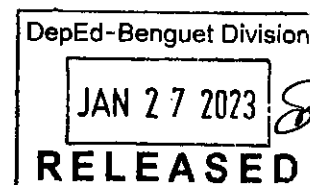
January 24, 2023

DIVISION MEMORANDUM

No. 35 s.2023

GUIDANCE TO DISTRICT HEADS ON PERFORMANCE MANAGEMENT

TO: OSDS Division
Curriculum Implementation Division
Schools Governance Division
Public Schools District Supervisors
School Heads
All Others Concerned



1. Pursuant to DepEd Order No. 25, s. 2020 or the National Adoption and Implementation of the Philippine Professional Standards for Supervisors, this Office reiterates the indispensable and primary role of supervisors to create an enabling and supportive environment for effective learning by empowering school principals so that they could in turn create innovative and caring school climates where teachers productively execute their roles in supporting the learners to reach their full potential.
2. Furthermore, Domain 2 of the PPSS on Strengthening Shared Accountability and Domain 3 on Fostering a Culture of Continuous Improvement includes indicators on provision of technical assistance and provision of support for instructional leadership respectively.
3. In the light of this mandate, this Office provides guidance to our District Heads referring to the Public Schools District Supervisors or Coordinating Principals, as regards their role in ensuring effective performance management of schools through the School Heads.
4. Effective this School Year 2022 – 2023, District Heads shall have a significant role in reviewing the accomplishments of School Heads vis-à-vis their Key Result Areas as stipulated in their Office Performance Commitments. In view hereof, the District Heads shall affix their signatures in the OPCRFS of the School Heads as reviewers.
5. During the Mid-Year review scheduled on February 6 to 10, 2023, District Heads shall allot a day or so to provide mentoring or coaching to School Heads,



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review with them their mid-year accomplishments, and provide technical assistance towards performance improvement.

6. Furthermore, District Heads are reminded to look into the actual accomplishment of the targets viz-a-vis the school OPCR with MOVs, give an initial rating to the School Heads as of January 31, 2023, and submit a summary rating to the Office of the ASDS on or before February 15, 2023.
7. Immediate dissemination of and compliance with this Memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/GBB/cfm/abd