



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

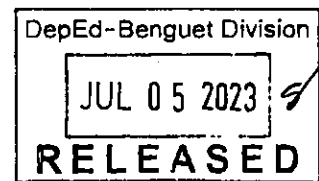
July 4, 2023

**DIVISION MEMORANDUM**

No. 218, 62023

**CONDUCT OF PERFORMANCE REVIEW FOR SY 2022 - 2023**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID and SGOD  
 Public Schools District Supervisors  
 Public Schools District In-Charge  
 ALL Performance Management Team Members  
 ALL Others Concerned



1. Pursuant to DepEd Order No. 2 series of 2015, **RE: GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)** in the Department of Education, this Office shall conduct a face-to-face Performance Management Review through the presentation of the SY 2022 - 2023 Office Performance Commitment and Review (OPCR) accomplishments of School Heads and SY 2022 – 2023 Individual Performance Commitment and Review (IPCR) accomplishments of Administrative Officer II personnel on **August 8 to 11 and 15 to 18, 2023** at the respective District Offices.
2. This activity aims to assess personnel accomplishments through a preview of the Office and Individual Performance and Commitment for School Year 2022 to 2023.
3. Participants to this activity are the Division Performance Management Team Members, EPS in-charge of the Districts, Public Schools District Supervisors or Public Schools District In-Charge, Public Elementary and Secondary School Heads (except TIC's assigned in elementary schools), and all School-based Administrative Officer II personnel.
4. Team Composition, Districts to be visited, and Schedules relative to the Performance Review are specified as:

<b>Team Composition</b>	<b>Districts to be visited/ No. of School Heads and AO II Personnel</b>	<b>Schedule</b>
<i>Team 1</i> Carmel F. Meris Jeanette I. Kiong HRMO	Atok (15 Sch Heads; 10 AO II) Itogon I (22 SHs; 8 AO II) Itogon II (15 SHs; 10 AO II) Mankayan (27 SHs; 13 AO II)	August 8 to 11 and 15 to 18



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Rose Ann B. Beliano PSDS/ PSDI, EPS	Total: 120	
<u>Team 2</u> Lucio B. Alawas Florinda Pagoy Marylin Tolbe Sheller Ramos PSDS/PSDI, EPS	Bokod (16 SHs; 13 AO II) Kabayan (16 SHs; 11 AO II) La Trinidad (26 SHs; 17 AO II) Sablan (9 SHs; 6 AO II)  Total: 114	August 8 to 11 and 15 to 18
<u>Team 3</u> Rizalyn A. Guznian Merlyn Conchita de Guzman Johnson Legaspi Ide Liwanen PSDS/ PSDI, EPS	Buguias (27 SHs; 23 AO II) Kapangan (16 SHs; 15 AO II) Tublay (16 SHs; 10 AO II)  Total: 107	August 8 to 11 and 15 to 18
<u>Team 4</u> AO V Daniel Peredo Maricel Codimdim PSDS/ PSDI, EPS	Bakun (18 SHs; 17 AO II) Kibungan (14 SHs; 10 AO II) Tuba (23 SHs; 20 AO II)  Total: 102	August 8 to 11 and 15 to 18

5. Performance Review shall follow the following mechanism across all Districts:
  - a. Meet and Greet – Division PMT, EPS in-charge of the District, PSDS/ PSDI, School Heads, AO II
  - b. Orientation on Review Process (Division PMT may sub-divide team to be able to cater to all personnel within the given schedule)
  - c. Conduct of Review of OPCR of School Heads with attached MOVs of Accomplishments, IPCR of AO II personnel with attached MOVs of Accomplishments (may be done with both School Head and AO II of the same school at one time)
  - d. Division PMT to validate self-rating, give remarks and suggested rating
  - e. Division PMT to conduct interview to validate personnel behavior in the work place
  - f. Division PMT meeting with EPS in-charge and District in-charge for agreements and ways forward
6. For School Heads, please refer to Division Memorandum No. 348, s. 2022 for guidance or log in to [bit.ly/SDOBengOPCRF2022](https://bit.ly/SDOBengOPCRF2022) for e-copies of OPCRFS and for the AO II's, please log in to <https://bit.ly/3NEWE3c> for e-copies of IPCRFs.
7. There is no need to prepare slide decks for the presentation of OPCR, IPCR, and accomplishments. Neatly compiled and organized documents shall be highly required.



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8. There shall be no opening nor closing programs in order to facilitate time for the main activity. Giving of tokens to Division PMT is also highly discouraged. Depending on the availability of Division vehicles, District heads are requested to coordinate with the assigned team in their districts as regards transportation arrangements.
9. District Heads shall ensure that the expected School Heads and AO II personnel are present during the scheduled performance review. In cases where School Heads shall be attending authorized training activities, any teacher from the school may present the OPCR and attached accomplishments on behalf of the school. For AO II personnel who shall likewise be on authorized travel, a separate schedule for their performance review will be conducted at the SDO.
10. Meals, transportation, and incidental expenses of school personnel shall be charged against their school MOOE or any available local funds subject to existing budgeting, accounting, and auditing rules and regulations.
11. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

*OSDS/PMT/SLBU/cfm/rabb*



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