



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



March 07, 2016

DIVISION MEMORANDUM

No. 127, 2016

PERFORMANCE EVALUATION (RPMS) FOR SCHOOL HEADS SY 2015-2016

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, EPS/COORDINATORS
PSDS's/DISTRICT CARETAKERS/OIC's
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

1. Per Annex C of D.O#2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education), the Year-End Results (RPMS Phases III&IV) for school-based personnel will be determined in April (Please refer to attached D.)#2, s. 2015)
2. Thus, all school heads both in the elementary and secondary schools are hereby directed to submit the approved IPCRF (one which was agreed upon between the Rater and the Ratee during the Performance Planning and Commitment Stage done in EO May- 1st Week of June 2015) with the corresponding documents to support claim of rating per KRA/Objective from April 01-30, 2016 for evaluation to be done by Area ASDS-rater.
3. District Offices may arrange with Area ASDS for a schedule/venue for said evaluation from April 1-30, 2016. During the Evaluation, PSDS/OIC's/District Caretakers and District Consultants are requested to assist the Area ASDS in facilitating the process.
4. Attention is invited to Par. C. Item 36 which states that the RPMS shall put premium on KRAs towards the realization of organizational vision, mission, strategic priorities and the OPIF log frame. **Hence, rating for planned and intervening tasks shall always be supported by reports, documents or any output as proofs of actual performance. In the absence of said bases or proofs, a particular tasks shall not be rated and shall be disregarded.**
5. Attention is further invited to Annex A of D.O#2, s. 2015 for guidance on "" Who will rate Who?". TIC's with designations/monetizing leave credits even those with teaching loads will be rated as school heads/principals. On the other hand, School Caretakers will be rated as teachers and will be granted a Plus Factor **ONLY** when rating per KRA on main work is very satisfactory, which means that functions as a teacher have been performed well in spite additional task of being a Caretaker.


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Schools Division Superintendent