



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

June
MAY 14 2025

May 14, 2025

DIVISION MEMORANDUM

No. **05-152**, S. 2025

**PERFORMANCE REVIEW AND EVALUATION FOR SCHOOL HEADS FOR
SCHOOL YEAR 2024-2025**

To: Asst. Schools Division Superintendent
Members of the Division Performance Management Team
Public Schools District Supervisor
All Elementary and Secondary School Head
This Division

1. DepEd Order no. 02, s. 2015 and Civil Service Commission Memorandum Circular (MC) No. 06 s. 2012, set the guidelines on the establishment and implementation of the Strategic Performance Management System (SPMS) in all government agencies. The adoption of the SPMS in DepEd strengthens the culture of performance and accountability in the agency, it gives emphasis to the strategic alignment of the agency's thrust with the day-to-day operation of the units and individual personnel within the organization thus the Department of Education (DepEd) is committed to provide quality and render continuous service to its learners and stakeholders.
2. The performance review and evaluation shall be done at the end of the performance cycle to assess the office's performance level based on the commitments and measures contained in the OPCRf. In view of this, conduct of the Performance Review and Validation of self-rating with means of verifications (MOVs) is set on **June 25-27, 2025 and July 2-3, 2025**.
3. School Heads and PSDSs shall make arrangement of the venue where the activity could be conducted at his/her district and ensure attendance of all School Heads on the date appointed.
4. The activity will be conducted in five (5) clusters.
Please refer to the schedule below.

Cluster	Date	Participants (district)
1	June 25, 2025	Sapao, and Gen. Luna School heads and PSDSs



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2	June 26, 2025	San Benito, and Numancia East and West School heads and PSDSs
3	June 27, 2025	San Isidro and Pilar School heads and PSDSs
4	July 2, 2025	Socorro East and West districts School Heads and PSDSs
5	July 3, 2025	Dapa East and West, and Burgos School Heads and PSDSs.

5. Consistent to the item no. 8-A of Memorandum DM-OUHROD-2025-139 and to ensure uniformity of the OPCRf forms used in the submission, all School Heads are advised to use the template on this link:
<https://tinyurl.com/29s3xm2h>
6. Wide and immediate dissemination of this memorandum is highly desired.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encls.: None

References: DepEd order no. 02, s. 2015

To be indicated in the

Perpetual index under the following subjects:

Performance Management

PRIME-HRM

PMT

rmboncaros