



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 247 s. 2022

TO: Assistant Schools Division Superintendents  
Chiefs of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Principals In-charge of the District  
Elementary and Secondary School Administrators  
SGOD SEPs and EPSs of HRDS and SMME  
All others concerned

FROM: **VIRGLIO P. BATAN, JR., CESO VI**  
Schools Division Superintendent

SUBJECT: **2021-2022 School Heads' Performance Review, Evaluation  
and Development Planning**

Date: **July 6, 2022**

1. Per DepEd Order no. 2 s. 2015 known as the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) of the Department of Education, this office announces the conduct of Phase III or the Performance Review and Evaluation and Phase IV, the Performance Rewarding and Development Planning. The activity will be conducted on site at the venues and timelines specified in Annex 'A'.
2. The meetings with all school heads aim to generate the accomplished and completed OPCRf that would:
  - a. Reflect actual accomplishments and results;
  - b. Rate each of the objectives;
  - c. Compute for the score per objective;
  - d. Determine the overall rating per accomplishments;
  - e. Reach an agreement; and
  - f. Assess the competencies.

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation&  
E-mpowerment



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3. It is also an opportunity for rater-ratee discussion to take place focusing on the strengths and development needs as inputs for reward and development planning.
4. In this connection, all school heads of both elementary and secondary schools shall have to participate in this undertaking. Public Schools District Supervisors (PSDSs)/Principals In-charge of the District (PICDs) are advised to facilitate the smooth and orderly conduct of this performance evaluation process. Refer to Annex 'B' for the list of participants.
5. A link will be provided by the Division ITO, Mr. Julius Belagantol, for the submission of the scanned/digitalized copy of the OPCRf and its verifiable evidences or MOVs. Uploading of these documents will start on July 15, 2022 or prior to the scheduled on-site visit.
6. Participants are likewise advised to strictly observe the minimum health and safety protocols during the conduct of the activity.
7. Travel and other incidental expenses of all involved in this activity shall be chargeable to local, school funds, subject to the existing accounting rules and regulations.
8. Compliance to the contents of this memorandum is enjoined.

OASDSmdc/2021-2022 School Heads' Performance Review, Evaluation and Development Planning/7052022

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Annex 'A'

**Venue and Timeline for the 2021-2022 School Heads' Performance Review, Evaluation and Development Planning**

Municipality	Timeline	Venue	No. of Schools		Total
			Elem	Secondary	
<b>Congressional District 1</b>					
Rizal	July 27	Rizal District Office	17	2	19
La Libertad	July 28	La Libertad District Office	10	1	11
Sibutad	July 26	Sibutad District Office	15	3	18
Polanco	July 22	Polanco I District Office	30	6	36
Pinan	July 21	Pinan District Office	21	3	24
Mutia	July 20	Mutia District Office	16	3	19
Sergio Osmena	July 29	SO III District Office	38	5	43
<b>Congressional District 2</b>					
Katipunan	Aug 5	Katipunan II District Office	36	12	48
Roxas	Aug 4	Roxas I District Office	38	7	45
Manukan	Aug 3	Manukan III District Office	26	6	32
Ponot	Aug 10	Ponot II District Office	21	5	26
Sindangan	Aug 11	Sindangan Central I District Office	59	13	72
Siayan	Aug 12	Siayan I District Office	39	12	51
<b>Congressional District 3</b>					
Bacungan	Aug 12	Bacungan Central School	20	4	24
Salug	Aug 11	Salug Central School	9	5	14
Godod	July 21	Godod Central School	6	3	9
Tampilisan	July 22	Tampilisan Central School	20	5	25
Kalawit	July 20	Kalawit Central School	6	6	12
Liloy	Aug 5	Liloy Central School	9	3	12
Labason	Aug 4	Labason Central School	9	6	15
Gutalac	Aug 3	Gutalac Central School	6	7	13
Baliguian	July 29	Baliguian Central School	3	2	5
Siocon	July 28	Siocon Central School	9	5	14
Sirawai	July 27	Sirawai Central School	6	3	9
Sibuco	July 26	Sibuco Central School	6	6	12

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Annex 'B'

**2021-2022 School Heads' Performance Review, Evaluation and Development Planning**

**List of Participants**

NAME	POSITION	Responsibility	GENDE R
<b>SCHOOLS DIVISION OFFICE</b>			
Virgilio P. Batan, Jr, CESO VI	Schools Division Superintendent	Approving Authority	M
Judith V. Romaguera, CESO VI	Assistant Schools Division Superintendent	Rater (CD 1&2)	F
Ma. Judelyn J. Ramos, CESE	Assistant Schools Division Superintendent	Rater (CD 3)	F
Robert I. Poculan	Senior Education Program Specialist	RPMS focal	M
Julius O. Belagantol	Information communications Officer	e-RPMS developer	M
Giparel Elumba	Planning Officer	KPI data bearer	M
Nicolette Ria Tangon	Education Program Specialist II	RPMS Focal	F
Hazel J. Ranjith	Registrar	KPI data bearer	F
Marife De La Cerna	ADA VI (CD 1&2 only)	Secretariat	F
Pamela Bacara	ADA VI (CD 3 only)	Secretariat	F
Allan Elam	Driver		M
Rudy Panan	Driver		M
Dexter Moreno	Driver		M
Edelito Lagorra	Driver		M
<b>DISTRICT</b>			
	PSDSs/PICDs		
	District ICT		
	District Nurse		
<b>SCHOOL</b>			
	School Principals		
	Head Teachers		
	SOIC		

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