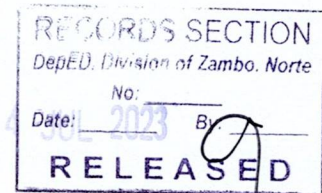




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



July 21, 2023

Division Memorandum No. 308 s. 2023

**2022-2023 School Heads' Performance Review, Evaluation and Development Planning**

TO: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Public Schools District Supervisors  
School Heads (Elementary and Secondary)  
SGOD SEPS and EPSs of HRDS and SMME  
All Others Concerned  
This Division

1. Pursuant to DepEd Order No. 2 s. 2015 known as the Guidelines on the Establishment and Implementation of the Result-Based Performance Management System (RPMS) of the Department of Education, this office announces the conduct of Phase III of the Performance Review and Evaluation and Phase IV, the Performance Rewarding and Development Planning. The activity will be conducted in the respective cluster centers.
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 the overall rating per accomplishment
  - d. Determine the overall rating per accomplishment;
  - e. Reach an agreement; and
  - f. Assess the competencies
3. This activity also marks the onset of S.Y. 2023-2024 Performance Planning Process (Phase 1 of the RPMS cycle), as well as the input on next school year's strategic direction to the KRA weights of the school heads' OPCRf. This will form part of the rater-ratee agreement at the start of the performance cycle.
4. To enhance the effectiveness of the validation procedures and guidelines, the ASDSs shall provide leadership to the SDO team members and schedule a meeting to review and discuss the validation procedures and guidelines at least one week prior to the scheduled field visit.
5. The following enclosures contain the information for the conduct of the school heads' performance, review, and developmental planning.



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- a. Enclosure 1- List of SDO Team Members for the 2022-2023 School Heads' Performance Review, Evaluation and Development Planning
  - b. Enclosure 2- List of Participants for the 2022-2023 School Heads' Performance Review, Evaluation and Development Planning.
  - c. Enclosure 3- Schedule of the 2022-2023 School Heads' Performance Review, Evaluation and Development Planning per Cluster
6. It is also an opportunity for the rater-ratee discussion to take place focusing on the strengths and development needs as inputs for reward and development planning.
  7. In this connection, all school heads for 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.
  8. School heads shall submit 1 copy of the 2022-2023 OPCRf with uploaded MOVs and 1 copy of the 2023-2024 OPCRf commitment form. 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.
  9. 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.
  10. For widest dissemination and compliance.

**ROY C. TUBALLA, EMD, JD, CESO VI**  
Schools Division Superintendent

OASDS/tst/2023OPCRFSH/07-21-2023



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**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

ENCLOSURE 1

**2022-2023 School Heads' Performance Review, Evaluation and Development Planning**

**LIST OF SDO TEAM MEMBERS**

| <b>NAME</b>                      | <b>POSITION</b> | <b>RESPONSIBILITY</b>                       |
|----------------------------------|-----------------|---|
| <b>OSDS</b>                      |                 |   |
| ROY C. TUBALLA, EMD, JD, CESO VI | SDS             | Approving Authority                         |
| JUDITH V. ROMAGUERA, CESO VI     | ASDS            | <b>Rater (CD 1 and 2)</b>                   |
| MA. JUDELYN J. RAMOS             | ASDS            | <b>Rater (CD 3)</b>                         |
| JULIUS O. BELAGANTOL             | ITO             | e-RPMS Developer                            |
| <b>CID</b>                       |                 |   |
| LEYNIE BOY G. BELLINO            | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| JANET N. RECAMARA                | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| ARTHURO J. LAMDAG                | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| ANITA D. SUBEBE                  | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| FE G. JEBONE                     | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| GRACE T. DELA CRUZ               | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| ARCELITA B. ZAMORAS              | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| EVELYN C. LABAD                  | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| MICKREL N. DULLER                | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| NILDA Y. GALAURA                 | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| JALDERITA A. DUBLICO             | EPS             | VALIDATOR/CID MONITOR OF SURROGATE DISTRICT |
| <b>SGOD</b>                      |                 |   |



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**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

|                          |                        |   |
|--------------------------|------------------------|---|
| ERVIE A. ACAYLAR         | EPS                    | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| ROBERT I. POCULAN        | SEPS/HRDO              | RPMS Focal                                      |
| WILSON H. INDING         | SEPS                   | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| SONIA Y. UY              | MEDICAL<br>OFFICER III | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| CHERYL V. OCUPE          | MEDICAL<br>OFFICER III | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| DAVE A. PATIGAYON        | ENGR III               | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| LEONIDO A. PAMPILO JR.   | SEPS                   | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| GIPAREL ELUMBA           | PO II                  | KPI data bearer                                 |
| NICOLETTE RIA TANGON     | EPS II                 | RPMS Focal                                      |
| EUNICE D. JANOLINO       | EPS II                 | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| JED E. NIEVES            | EPS II                 | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| HAZEL J. RANJITH         | REGISTRAR              | KPI data bearer                                 |
| GLINDA C. OCA            | DENTIST II             | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| JOY MARIE O. LABOG       | DENTIST II             | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| LAISA MAEL M. CINCHES    | PDO I                  | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| JOSEPH L. PANTOJA        | PDO I                  | VALIDATOR/SGOD MONITOR<br>OF SURROGATE DISTRICT |
| <b>SECRETARIAT</b>       |                        |   |
| SHAMMAH GRACE B. VELASCO | ADAS II                | Secretariat                                     |
| TEDEE S. TABILON         | ADA VI                 | Secretariat                                     |



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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

ENCLOSURE 2

**2022-2023 School Heads' Performance Review, Evaluation and Development Planning**

**LIST OF PARTICIPANTS**

| <b>NAME</b>                      | <b>POSITION</b> | <b>RESPONSIBILITY</b>                       |
|----------------------------------|-----------------|---|
| <b>OSDS</b>                      |                 |   |
| ROY C. TUBALLA, EMD, JD, CESO VI | SDS             | Approving Authority                         |
| JUDITH V. ROMAGUERA, CESO VI     | ASDS            | <b>Rater (CD 1 and 2)</b>                   |
| MA. JUDELYN J. RAMOS             | ASDS            | <b>Rater (CD 3)</b>                         |
| JULIUS O. BELAGANTOL             | ITO             | e-RPMS Developer                            |
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| <b>SGOD</b>                      |                 |   |



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| LEONIDO A. PAMPILO JR. | SEPS                   | VALIDATOR/SGOD<br>MONITOR OF SURROGATE<br>DISTRICT |
| GIPAREL ELUMBA         | PO II                  | KPI data bearer                                    |
| NICOLETTE RIA TANGON   | EPS II                 | RPMS Focal   |
| EUNICE D. JANOLINO     | EPS II                 | VALIDATOR/SGOD<br>MONITOR OF SURROGATE<br>DISTRICT |
| JED E. NIEVES          | EPS II                 | VALIDATOR/SGOD<br>MONITOR OF SURROGATE<br>DISTRICT |
| HAZEL J. RANJITH       | REGISTRAR              | KPI data bearer                                    |
| GLINDA C. OCA          | DENTIST II             | VALIDATOR/SGOD<br>MONITOR OF SURROGATE<br>DISTRICT |
| JOY MARIE O. LABOG     | DENTIST II             | VALIDATOR/SGOD<br>MONITOR OF SURROGATE<br>DISTRICT |
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| JOSEPH L. PANTOJA      | PDO I                  | VALIDATOR/SGOD<br>MONITOR OF SURROGATE<br>DISTRICT |



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|--------------------------|------------------|-------------|
| SHAMMAH GRACE B. VELASCO | ADAS II          | Secretariat |
| TEDEE S. TABILON         | ADA VI           | Secretariat |
| <b>DISTRICT MEMBERS</b>  |                  |             |
|                          | PSDSs/PICD       |             |
|                          | DISTRICT ICT     |             |
|                          | DISTRICT NURSE   |             |
| <b>SCHOOL MEMBERS</b>    |                  |             |
|                          | SCHOOL PRINCIPAL |             |
|                          | HEAD TEACHER     |             |
|                          | SOIC             |             |



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ENCLOSURE 3

**2022-2023 School Heads' Performance Review, Evaluation and  
Development Planning**

**SCHEDULE**

| <b>DATE</b>             | <b>CLUSTER</b> |
|-------------------------|----------------|
| JULY 31-AUGUST 1, 2023  | CLUSTER 3 & 6  |
| AUGUST 3-AUGUST 4, 2023 | CLUSTER 2&5    |
| AUGUST 7-AUGUST 8, 2023 | CLUSTER 1&4    |



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