



Republic of the Philippines  
**Department of Education**  
 REGION V  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

April 12, 2024

DIVISION MEMORANDUM  
 No. 213, s. 2024

**SDO CATANDUANES PERFORMANCE MANAGEMENT CALENDAR FOR CY 2024**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 CID & SGOD Supervisors and Personnel  
 OSDS Unit Heads and Personnel  
 School Heads and Teachers  
 School-based Non-Teaching Personnel  
 All Others Concerned

1. In consonance with DepEd Order No. 2, s. 2015 "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education" and the Division Policy Guidelines on the Performance Management System, this Office announces the timelines for our Performance Management Calendar for 2024:

Group	Phase I Performance Planning and Commitment	Phase II Performance Monitoring and Coaching/ Midyear Review	Phase III Performance Review and Evaluation
SDO-based Personnel	January 2024	Monitoring and Coaching: February 2024 to November 2024  Midyear Review: From Third Week of June to Second Week of July 2024	Third Week and Fourth Week of December 2024
School-based Personnel	August 2023	January 24 to 30, 2024 <i>(Per DepEd Order No. 22, s. 2023)</i>	July 1 to 19, 2024

2. Likewise, SDO-based Personnel are reminded that the accomplished (rated and approved) CY 2023 performance commitment forms must have already been submitted to the Personnel Section in one (1) copy, including a Summary. Those who have not yet submitted their OPCR/IPCRRF are given until April 30, 2024 to comply with this requirement.

4. Note that unless justified and accepted by the Division Performance Management Team, non-submission of the OPCR/IPCRRF within the specified dates shall be ground for the employee's disqualification for performance-based personnel actions that require the



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rating for the given period such as promotion, training, scholarship grants, and PBB, if the failure of the submission of the said form is due to the fault of the employee.

5. The rater and approving authority as stipulated Annex A of DepEd Order No. 2, s. 2015 is herein reiterated for guidance:

<b>DIVISION OFFICE</b>		
Ratee	Rater	Approving Authority
Superintendent	Assistant Regional Director	Regional Director
Assistant Superintendent	Superintendent	Assistant Regional Director
Chief of Division	Assistant Superintendent	Superintendent
Education Program/District Supervisor	Chief of Division	Assistant Superintendent
Section Chief/Unit Head	Chief of Division	Assistant Superintendent
Staff	Section Chief/Unit Head	Head of Division
<b>SCHOOLS</b>		
Principal/School Head	Assistant Superintendent	Superintendent
Head/Master Teacher	Principal	Superintendent (Small and Medium Divisions) Assistant Superintendent (Large and Very Large Divisions)
Teacher	Head Teacher/Master Teacher	Principal
Non-Teaching Staff	Principal	Administrative Officer V

6. Compliance with this memorandum is desired.

**SOCORRO V. DELA ROSA CESO V**  
 Schools Division Superintendent

ASUS/AMEA / SDO CATANDUANES PERFORMANCE MANAGEMENT CALENDAR FOR CY 2024  
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