



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 029, s. 2025

17 JAN 2025

**IMPLEMENTATION OF PERFORMANCE MANAGEMENT EVALUATION
SYSTEM (PMES) FOR CY 2025**

TO : Assistant Schools Division Superintendent
Unit and Section Heads
Performance Management Team (PMT)
Division RPMS Focal Person
Public School Heads
All Others Concerned

1. Republic Act No. 9155, the "Governance of Basic Education Act of 2001," decentralizes education governance by defining the roles and functions of the management levels along the education enterprise's core functional service areas. Included as a service area are quality assurance and accountability which inevitably utilizes monitoring and evaluation as an operating system.

2. DepEd Order No. 2, s. 2015, entitled: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, provided the guidelines, and the requirements for the management of the performance of all teaching and non-teaching personnel in the following phases:

- Phase I - Performance Planning and Commitment
- Phase II - Performance Monitoring and Coaching
- Phase III - Performance Review and Evaluation
- Phase IV - Performance Rewarding and Development Planning

3. The Schools Division of the City of Batac shall implement the IMPLEMENTATION OF PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) FOR CY 2025, dubbed as Division Program Implementation Review and Performance Assessment (PIRPA) which aims to monitor and evaluate the division and school operations to obtain data, particularly on how basic education services are being delivered and how division can assist schools for continuous improvement of learning outcomes efficiently and effectively.

4. Participants in the scheduled activities are requested to prepare a 5-minute video or slide deck presentation. Also, a copy of the O/IPCRF must be provided to the Performance Management Team (PMT) during the review. The link of the Contextualized Performance Indicators (PIs) aligned to PPSSH (for school heads) can be accessed thru the link <https://tinyurl.com/OPCRFMatrixSHs> and following the objectives as agreed during the consultative meeting.

5. Relative to the agency's compliance to promote equal opportunity in the service delivery in accordance with the principles of equity and fairness, the Performance Management Team (PMT) must exercise or adhere to the Equal Opportunity Principle (EOP) with non-discriminatory and non-bias and fair rating of all employees regardless of sex/ gender, age, civil status, religion, race, family background, socio-economic status, among others. Unit/Section heads and school heads shall also eliminate barriers that may be encountered, including the



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elimination of discriminatory criteria on conducting mentoring, coaching, and performance evaluation.

6. Expenses relative to the conduct of the activities shall be charged against the GAS-GMS subject to the usual accounting and auditing rules and regulations.
7. Herein attached are the following for reference:
Enclosure 1: Schedule of Activities
Enclosure 2: List of Participants
Enclosure 3. Specific Details of the Validation of MOVs
Enclosure 4. Specific Objectives per School Year
8. For information and guidance.

By the Authority of the SDS:



ARNEL S. BANDIOLA

Assistant Schools Division Superintendent

ANSELMO R. ALUDINO

Schools Division Superintendent

Encl.: As stated
Reference: DO 2, s. 2015
To be included in the Perpetual Index
Under the following subject:

Performance

Evaluation

NMU/DM-PMES2025
0001/January 15, 2025

Annex 1. Schedule of Activities

DATE	ACTIVITY	PARTICIPANTS
January 23-24, 2025, Thursday-Friday	PMT Deliberation/ Validation of OPCRF/ IPCRF MOVs for SDO	SDO Employees and PMT
January 29-30, 2025, Wednesday - Thursday	Mid-Year Performance Review and Evaluation for School Heads	Elementary and Secondary School Heads, PMT
February 6, 2025, Thursday	Mid-Year Performance Calibration for School Heads	School Heads and PMT
April 24-25, 2025, Thursday- Friday <i>(Live-in)</i>	SY-End Performance Review and Evaluation for School Heads	Elementary and Secondary School Heads, PMT
April 29-30, 2025, Tuesday- Wednesday	PMT Deliberation/ Validation of OPCRF/ IPCRF MOVs for School Heads and Master Teachers	School Heads, Master Teachers and PMT
July 8, 2025, Tuesday	Mid-Year Performance Review and Evaluation for SDO	SDO Unit and Section Heads, PMT
July 9-10, 2025, Wednesday & Thursday	Performance Plan and Commitment for SY 2025-2026 for School Heads	Elementary and Secondary School Heads, PMT
August 12, 2025, Tuesday	Mid-Year Performance Calibration for SDO	SDO Employees and PMT
Sept 10, 2025, Wednesday	Performance Plan and Commitment for CY 2026 for SDO	SDO Unit and Section Heads, PMT
Dec 16-17, 2025, Tuesday-Wednesday <i>(Live-in)</i>	Year-end Performance Review and Evaluation for SDO	SDO Employees and PMT

Annex 2. List of Participants

A. All Public School Heads

B. All Master Teachers and Head Teachers

C. Schools Division Office Unit and Section Heads

Office of the Schools Division Superintendent

1. Mark Anthony A. Bengan
2. Gerwin V. De la Rosa
3. Jaquelyn P. Mendoza
4. Jennifer C. Bungubung
5. Joel P. Malunao
6. Administrative Officer IV-Asset Unit
7. Veronica A. Cabangisan
8. Jadley Mel P. Piso
9. Reyna Monique L. Lanuza

Curriculum Implementation Division

1. Marilou B. Sales, EdD
2. Zorayda S. Paguyo, EdD
3. Eldefonso C. Natividad, EdD
4. Marilou P. Omotoy, EdD
5. Opresinia Z. Castillo
6. Aubrhey Marie R. Oasay, PhD
7. Allan B. Garcia
8. Joycelyn P. Perdido
9. Aileen V. Joaquin
10. Jhonrey D. Ortal, EdD
11. Geraldine O. Lao-at, PhD
12. Divelyn P. Maddela
13. Gladys B. Lampitoc

School Governance and Operation Division

1. Nemalyn M. Ulep
2. Adelaida P. Manglal-lan
3. Jocelyn L. Aribuabo, PhD
4. Dolores A. Ubiña
5. Mark Louie P. Duldulao
6. Gilbert P. Isla, EdD
7. Rhaian A. Gamet
8. Maritess D. Diego, MD
9. Dentist II
10. Edwin V. Tangonan
11. Angelo M. Bangcud
12. DeeJay R. Opelac

D. Performance Management Team

Chairman: Arnel S. Bandiola

Members: Nemalyn M. Ulep (*Chief Education Supervisor: SGOD*)
Joel P. Malunao (*Administrative Officer V*)
Jennifer C. Bungubung (*Accountant III*)
DeeJay R. Opelac (*Planning Officer III*)
Jenelyn B. Asuncion (*PESPA Representative*)
Ditas B. Domingo (*NAPSSHI Representative*)
Wilfredo E. Bonagua (*Elementary Teacher Association Representative*)
Joe Jayson Caletena (*Secondary Teacher Association Representative*)
Eldefonso B. Natividad, Jr. (*NEU Representative*)

Secretariat: Jadley Mel P. Piso
Kristine Joy B. Galasinao
Chrisse Julianne R. Pugat

Observer: Aileen Gail F. Loloquisen (FPTA President)

Enclosure 3.

SPECIFIC DETAILS OF THE VALIDATION of MOVs

A. For Schools:

Key Result Areas (KRAs)	PMT In-Charge
KRA 1	Nemalyn M. Ulep/ Joe Jayson Caletena
KRA 2	Eldefonso B. Natividad / Ditas B. Domingo
KRA 3	Jennifer C. Bungubung
KRA 4	Deejay R. Opelac
KRA 5	Joel P. Malunao/ Wilfredo E. Bonagua
KRA 6/ Plus Factor	Jenelyn B. Asuncion

B. For Schools Division Office (SDO)

KRA No.	PMT In-Charge
1	Nemalyn M. Ulep/ Joe Jayson Caletena
2	Eldefonso B. Natividad
3	Jennifer C. Bungubung
4	Deejay R. Opelac
5	Joel P. Malunao/ Wilfredo E. Bonagua
6 - 8	Jenelyn B. Asuncion/ Ditas B. Domingo
Plus Factor	Any member of the PMT not from own unit/section

Chairperson: Arnel S. Bandiola

Secretariat: Jadley Mel P. Piso
Kristine Joy B. Galasinao
Chrisse Julianne R. Pugat

Enclosure 4.

**Specific Objectives per School Year
For School Heads**

	YEAR 1 SY 2023-2024		YEAR 2 SY 2024-2025	YEAR 3 SY 2025-2026
DOMAIN 1	1.1 – Vision, Mission, Core Values	20%	1.2 – School Planning & Implementation	1.3 – Policy Implementation and Review
	1.2 – School Planning & Implementation		1.3 – Policy Implementation and Review	1.4 – Research and Innovation
	1.3 – Policy Implementation and Review		1.4 – Research and Innovation	1.5 – Program Design and Implementation
	1.6 – Learner Voice		1.7- Monitoring and Evaluation Processes and Tools	1.7- Monitoring and Evaluation Processes and Tools
	1.7- Monitoring and Evaluation Processes and Tools			
DOMAIN 2	2.1 – Records Mgt	20%	2.1 – Records Mgt	2.1 – Records Mgt
	2.2 - Financial Mgt		2.2 - Financial Mgt	2.2 - Financial Mgt
	2.3 - School Facilities and equipment		2.3 - School Facilities and equipment	2.3 - School Facilities and equipment
	2.4 – Management of Staff		2.4 – Management of Staff	2.4 – Management of Staff
	2.5 – School Safety for Disaster Preparedness, Mitigation and Resiliency		2.5 – School Safety for Disaster Preparedness, Mitigation and Resiliency	2.5 – School Safety for Disaster Preparedness, Mitigation and Resiliency
	2.6 – Emerging opportunities and challenges		2.6 – Emerging opportunities and challenges	2.6 – Emerging opportunities and challenges



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DOMAIN 3	3.1 – School-based review, contextualization and implementation of learning standards	25 %	3.1 – School-based review, contextualization and implementation of learning standards	3.1 – School-based review, contextualization and implementation of learning standards
	3.2 – Teaching Standard and pedagogies		3.2 – Teaching Standard and pedagogies	3.2 – Teaching Standard and pedagogies
	3.3 – Teacher Performance Feedback		3.3 – Teacher Performance Feedback	3.3 – Teacher Performance Feedback
	3.4 – Learner Achievement and other performance indicators		3.4 – Learner Achievement and other performance indicators	3.4 – Learner Achievement and other performance indicators
	3.5 - Learning Assessment		3.5 - Learning Assessment	3.5 - Learning Assessment
	3.6 – Learning Environment			3.6 – Learning Environment
	3.7 – Career Awareness and Opportunities (for SHS and JHS only)		3.7 – Career Awareness and Opportunities (for SHS and JHS only)	3.7 – Career Awareness and Opportunities (for SHS and JHS only)
	3.8 – Learner Discipline			
DOMAIN 4	4.4 – Performance Mgt	20%	4.4 – Performance Mgt	4.4 – Performance Mgt
	4.7 -General welfare of human resources		4.7 -General welfare of human resources	4.7 -General welfare of human resources
	4.8 -Rewards and Recognition mechanism		4.8 -Rewards and Recognition mechanism	4.8 -Rewards and Recognition mechanism
	4.1 Personal and Professional Development		4.2 Professional Reflection and Learning	4.3 – Professional Networks
	4.5 – Professional Development of School Personnel			a. Leadership and Development in Individual & Teams

DOMAIN 5	5.2 – Management of School Organizations	15%	5.2 – Management of School Organizations	5.2 – Management of School Organizations
	5.5 Community Engagement		5.5 Community Engagement	5.5 Community Engagement
	5.4 - Communication		5.4 - Communication	5.4 - Communication
			5.1 Management of Diverse Relationships	5.3 Inclusive Practice
ELEM	26		24	25
SEC	27		25	26



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