



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
 No. 034, s. 2025

17 JAN 2025

CY 2024 PERFORMANCE VALIDATION OF SDO PERSONNEL AND MID-YEAR PERFORMANCE REVIEW AND EVALUATION FOR SCHOOL HEADS

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

- Pursuant to 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, the Schools Division of the City of Batac through the Performance Management Team (PMT) will conduct the CY 2024 Performance Validation of SDO Personnel and Mid-Year Performance Review and Evaluation for School Heads at the SDO Conference Hall.
- In line with this, Unit and Section Heads and school heads are required to attend the activities and submit the required documents listed as follows:

Title of Activity	Date	Participants	Documents to submit
PMT Deliberation/ Validation of OPCR/ IPCR MOVs for SDO Functional Unit and Section Heads	January 23-24, 2025 <i>*Specific details are attached in Enclosure 1.</i>	SDO Unit and Section Heads and PMT	<ul style="list-style-type: none"> • 2024 O/IPCRF with self-rating • List of MOVs • Presentation of Accomplishments in ppt
Mid-Year Performance Review and Evaluation for School Heads	January 29-30, 2025 <i>*Specific details are attached in Enclosure 2.</i>	Elementary and Secondary School Heads and PMT	<ul style="list-style-type: none"> • SY 2024-2025 OPCR/ IPCR with Mid-Year partial rating • List of MOVs • Presentation of Accomplishments in ppt
Mid-Year Performance Calibration for School Heads	February 6, 2025	<p><i>Note: Calibration may be done as needed. Calibration refers to adjustments on the objectives, timelines, weights, and/or performance indicators in the OPCR/ IPCR, subject for approval of the Performance Management Team (PMT).</i></p> <ul style="list-style-type: none"> • Calibration Form is attached in Enclosure 3. 	

 SDCB RECORDS UNIT
2501006



DepEd Batac City



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 City of Batac, Ilocos Norte
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3. It is further advised that upon the approval of the O/IPCRF submitted, unit and section heads and all school heads will upload the approved document in pdf thru the link provided as follows:

Document	Link
2024 Approved O/IPCRF for SDO	https://tinyurl.com/SDO2024ApprovedPerformance
Mid-Year Performance for School Heads	https://tinyurl.com/SY2024-2025MidYear

4. For more information and other concerns, contact the PMT Secretariat.
5. For information and guidance.

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
0002/January 15, 2025

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

Enclosure 1. List of Participants

- A. PMT Deliberation/ Validation of OPCRF/ IPCRF MOVs for SDO Functional Unit and Section Heads
Date: January 23-24, 2025

Day 1: January 23, 2025

1. Mark Anthony A. Bensen
2. Gerwin V. De la Rosa
3. Jaquelyn P. Mendoza
4. Jennifer C. Bungubung
5. Marilou B. Sales
6. Zorayda S. Paguyo
7. Allan B. Garcia
8. Eldefonso B. Natividad, Jr.
9. Joycelyn P. Perdido
10. Aileen V. Joaquin
11. Nemalyn M. Ulep
12. Rhaian A. Gamet
13. Maritess D. Diego
14. Jocelyn L. Aribuabo
15. Dolores A. Ubiña

Day 2: January 24, 2025

1. Joel P. Malunao
2. Veronica A. Cabangisan
3. Jadley Mel P. Piso
4. Reyna Monique L. Lanuza
5. Marilou P. Omotoy, EdD
6. Jhonrey D. Ortal, EdD
7. Opresinia Z. Castillo
8. Divelyn P. Maddela
9. Gladys B. Lampitoc
10. Aubrhey Marie R. Oasay, PhD
11. Edwin V. Tangonan
12. Mark Louie P. Duldulao
13. Deejay R. Opelac

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 2. List of Participants

B. Mid-Year Performance Review and Evaluation for School Heads Date: January 29-30, 2025

Day 1: January 29, 2025

	Name of School	Name of School Head
1	Alternative Learning System	Divelyn P. Maddela
2	Baay Elementary School	Lorelyee F. Batucal
3	Baligat Elementary School	Jollibelle C. Franada
4	Baoa East Elementary School	Edwin V. Tangonan
5	Baoa Elementary School	John N. Jerez
6	Batac National High School	Connie Marie Angelie Mae P. Balignasay
7	Benigno Macadaeg Memorial Elementary School	Johnny C. Talioaga
8	Bil-loca Elementary School	Jollibelle C. Franada
9	Biningan Elementary School	Oliveth M. Jerez
10	Camandingan Elementary School	Lovella J. Galut
11	Catalino Acosta Memorial Elementary School	Jenelyn B. Asuncion
12	City of Batac National High School Rayuray	Thelma S. Ruguian
13	City of Batac National High School Payao	Randolf Brian A. Cabanatan
14	City of Batac National High School Poblacion	Ditas G. Domingo
15	Colo-Mabaleng Elementary School	Flordeliza C. Cacayan
16	Crispina Marcos Valdez National High School	Gracialyne Layaoen-Austria
17	Cumcumraas-Manggaddi-Pitpitac ES	Geraldine O. Lao-At

Day 2: January 30, 2025

	Name of School	Name of School Head
1	Dariwdiw Elementary School	John Resty R. Arellano
2	Ferdinand E. Marcos Senior High School	Pepsi P. Duldulao
3	General Artemio Ricarte Senior High School	Carmencita P. Lorenzo
4	Hilario Valdez Memorial Elementary School	Mely E. Repollo
5	Magnuang Elementary School	Toribio D. Martin, Jr.
6	Maipalig-Quiom Elementary School	Ryan C. Ramos
7	Mariano Marcos Memorial Elementary School	Lilibeth C. Dierpo
8	Nagbacalan Elementary School	Darwin Aspili
9	Naguirangan-Capacuan Elementary School	Jonalyn C. Ulit
10	P. Q. Pimentel Elementary School	Toribio D. Martin, Jr.
11	Parangopong Elementary School	Hazel B. Dela Cruz
12	Payao Elementary School	Cristina G. Paculan
13	Quiling Elementary School	Eleonor B Ramos
14	Rayuray Elementary School	Jasen Kyle S. Ortal
15	San Mateo Elementary School	Leianne R. Quiocho
16	Sumader Elementary School	Judelyn B. Agulay
17	Tabug Elementary School	Eleonor B Ramos

Enclosure 3.

PERFORMANCE CALIBRATION FORM
FY (For SDO) / SY (For Schools) _____

Name of Ratee:	
Position:	
Designation (if applicable):	
Office:	

ORIGINAL IPCRF CONTENT <i>(Based from approved IPCRF)</i>		PROPOSED AMENDMENT	JUSTIFICATION	RATER REMARKS	PMT RECOMMENDATION
#	Example – Weight per KRA: Obj 7 weight is 15%	Change Obj 7 weight to 20%	<i>There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPs</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Remarks:
##				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Remarks:

**Add rows as necessary*

Prepared by: **Ratee** _____
 Position: _____

Date: _____

Recommending Approval: **Rater** _____
 Position: _____

Date: _____

Approved by: **Approving Authority** _____
 Position: _____

Date: _____



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