



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
 No. 004 , s. 2025

31 JAN 2025

CORRIGENDUM TO DIVISION MEMORANDUM NO. 050, s. 2025

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

1. With reference to Division Memorandum No. 050, s. 2025, the CY 2024 Performance Validation of SDO Personnel and Mid-Year Performance Review and Evaluation for School Heads shall be moved to new schedules as follows:

Title of Activity	From	New Schedule
PMT Deliberation/ Validation of OPCR/ IPCRF MOVs for SDO Functional Unit and Section Heads	January 23-24, 2025	February 5, 2025
Mid-Year Performance Review and Evaluation for School Heads	January 30-31, 2025	February 6-7, 2025

2. Participants are advised to upload their presentation not later than January 31, 2025 thru the link provided as follows:

Title of Activity	Link for uploading the presentation
PMT Deliberation/ Validation of OPCR/ IPCRF MOVs for SDO Functional Unit and Section Heads	https://tinyurl.com/SDO2024Year-end
Mid-Year Performance Review and Evaluation for School Heads	https://tinyurl.com/SchoolMid-YearPerformance

Note: Files must be in ppt, filename in this format: School/Unit_InitialSurnameofEmployee (SGOD_JBDelaCruz).

PPT guide format can be accessed thru the link <https://tinyurl.com/PerformancePresentationGuide>.

3. All validated, signed and approved O/IPCRF shall be uploaded in pdf not later than a week after the activity through the links as follows:

Performance Period	Link for uploading the O/IPCRF
SDO 2024 Year-end Performance	https://tinyurl.com/2024ApprovedOIPCRF filename in this format: InitialSurnameofEmployee_2024 (JBDelaCruz_2024)
School Mid-Year Performance SY 2024-2025	https://tinyurl.com/SchoolMid-YearPerformance filename in this format: School_InitialSurnameofEmployee(BaayES_JBDelaCruz).



SDCB RECORDS UNIT

2501771



Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

4. All other details of the activity are contained in Enclosure 1 for reference.
5. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: DM 050, s. 2025
To be included in the Perpetual Index
Under the following subject:

Performance Evaluation

NMU/DM-PMESResched2025
0004/January 29, 2025

Enclosure 1.

**Mid-Year Performance Review and Evaluation for School Heads
Schedule of Presentation**

February 6, 2025			
Batch 1 (AM) 8:00- 12:00	Batch 2 (PM) 1:00-5:00	Main Reactor	Other Reactors
CBNHS Rayuray	CBNHS Poblacion	Nemalyn M. Ulep	Marilou B. Sales Aileen V. Joaquin
GARSHS	CBNHS Payao	Joel P. Malunao	Zorayda S. Paguyo Geraldine O. Lao-at
Biningan ES	Baoa ES	Deejay R. Opelac	Aubrhey Marie R. Oasay Geraldine O. Lao-at
CAMES	Payao ES	Jennifer C. Bungubung	Opresinia Z. Castillo Marilou P. Omotoy
Maipalig-Quiom ES	Tabug ES	Jenelyn B. Asuncion	Marilou P. Omotoy Aileen V. Joaquin
HVMES	Quiling ES	Ditas G. Domingo	Jhon Rey D. Ortal Aileen V. Joaquin
Naguirangan CES	Nagbacalan ES	Wilfredo E. Bonagua	Opresinia Z. Castillo Geraldine O. Lao-at
Rayuray ES	San Mateo ES	Eldefonso B. Natividad Jr.	Jhon Rey D. Ortal Opresinia Z. Castillo
	BMMES	Joe Jayson Caletena	Aubrhey Marie R. Oasay

February 7, 2025			
Batch 3 (AM) 8:00-12:00	Batch 4 (PM) 1:00-5:00	Main Reactor	Other Reactors
FEMSHS	BNHS	Jennifer C. Bungubung	Allan B. Garcia
CMVNHS	Baligat ES	Joel P. Malunao	Opresinia Z. Castillo Zorayda S. Paguyo
Baay ES	Bil-loca ES	Nemalyn M. Ulep	Allan B. Garcia Zorayda S. Paguyo
Baoa East ES	Camandingan ES	Ditas G. Domingo	Marilou B. Sales Jhon Rey D. Ortal
Colo-Mabaleng ES	CUMAPIT ES	Eldefonso B. Natividad Jr.	Marilou P. Omotoy Joycelyn P. Perdido
Dariwdiw ES	MMMES	Joe Jayson Caletena	Zorayda S. Paguyo Aubrhey Marie R. Oasay
Magnuang ES	Parangopong ES	Deejay R. Opelac	Joycelyn P. Perdido
PQ Pimentel ES	Sumader ES	Wilfredo E. Bonagua	Joycelyn P. Perdido

Note: SDS and ASDS can be a reactor anytime.

Mechanics of the Presentation:

- 1) Participants (both from schools and SDO) must upload the presentation in the provided link for consolidation until January 31, 2025.
- 2) Maximum of 10 minutes for the presentation.
- 3) Maximum of 10 minutes for question and answer (if any).
- 4) 1 hour is provided for PMT per session for management concerns
- 5) There is a main reactor for every presenter.

*Secretariat: Jadley Mel P. Piso, AO IV
Chrisse Julianne Pugat, ADAS III
Mark Louie P. Duldulao, EPS II- HRD*