



Republic of the Philippines  
 Department of Education  
 National Capital Region  
**DIVISION OF CITY SCHOOLS**  
 City of Mandaluyong

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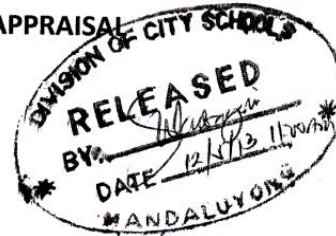
December 3, 2013

DIVISION MEMORANDUM

No.: 100, s. 2013

**SUBMISSION OF PERFORMANCE APPRAISAL**

To: OIC-Assistant Schools Division Superintendent  
 Education/District Supervisors  
 Principals, Elementary and Secondary Schools  
 Administrative Officer-V  
 Section Chiefs



1. Pursuant to Rule IX of Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws wherein every agency of the government shall administer Performance Evaluation every six months so as to continuously foster improvement of employee performance and efficiency as well as to enhance organizational effectiveness and productivity, this Office hereby require all concerned to submit the **Performance Appraisal of Teaching, Non-Teaching Personnel including Principals and Education/District Supervisors.**
2. As of this date, only few schools have submitted the Performance Evaluation of teachers for 1<sup>st</sup> Semester SY 2013-2014 (June-October 2013) and no one amongst from the group of Education/District Supervisors, Principals and Non-Teaching Personnel (NTP) for 1<sup>st</sup> Semester of CY 2013 (January – June 2013) despite the fact that such has been long overdue.
3. As we all know Performance Rating is essential not just for payment of Productivity Incentive Bonus but it serves as basis for incentives, rewards, promotion, training, personnel action and administrative sanctions. Hence, the hereunder guidelines shall be strictly adhered to:
  - a. Submission of performance appraisal of Education/District Supervisors, Principals and NTP for 1<sup>st</sup> and 2<sup>nd</sup> Semester of CY 2013 (January-June and July-December) same with the teachers (1<sup>st</sup> Semester, June – October 2013) shall be on **January 15, 2014** c/o **Records Unit**;
  - b. In order to have a uniform scheme in facilitating performance rating while still awaiting for the Implementation of the Rationalization Program of the DepED, the following shall be the raters/ signatories for the different groups:

Group	<b>Teachers (Elementary and Secondary)</b>
Self-Rate	Teacher Concerned
Rated by/Conferred with	<b>Elementary</b> - Principal
	<b>Secondary</b> - Principal in consultation with the Head Teacher or designated Subject Coordinator
Recommending Approval	Dr. Nerissa L. Lbsaria, OIC-Assistant Schools Division Superintendent
Approved by	Dr. Evangeline P. Ladines, OIC-Schools Division Superintendent

*(Note: Education Supervisor In-charge shall validate as to the accuracy and correctness of all the entries written in the performance rating of the teachers and must affix his/her signature below the name of Dr. N.L. Losaria as the recommending authority.)*

Group	<b><u>Non-Teaching Personnel (School based)</u></b>
Self-Rate	Employee Concerned
Rated by/Conferred with	Principal
Recommending Approval	Dr. Nerissa L. Losaria, OIC-Assistant Schools Division Superintendent
Approved by	Dr. Evangeline P. Ladines, OIC-Schools Division Superintendent

Group	<b><u>Non-Teaching Personnel (D.O. based)</u></b>
Self-Rate	Employee Concerned
Rated by/Conferred with	Section Chief or Administrative Officer-V in case of personnel under general services such as those performing clerical functions, utility services, drivers and guards
Reviewed by	Administrative Officer-V
Recommending Approval	Dr. Nerissa L. Losaria, OIC-Assistant Schools Division Superintendent
Approved by	Dr. Evangeline P. Ladines, OIC-Schools Division Superintendent

Group	<b><u>Principals</u></b>
Self-Rate	Employee Concerned
Rated by/Conferred with	Education Supervisor In-charge
Recommending Approval	Dr. Nerissa L. Losaria, OIC-Assistant Schools Division Superintendent
Approved by	Dr. Evangeline P. Ladines, OIC-Schools Division Superintendent

Group	<b><u>Education/District Supervisors</u></b>
Self-Rate	Employee Concerned
Rated by/Conferred with	Dr. Nerissa L. Losaria, OIC-Assistant Schools Division Superintendent
Recommending Approval	Dr. Nerissa L. Losaria, OIC-Assistant Schools Division Superintendent
Approved by	Dr. Evangeline P. Ladines, OIC-Schools Division Superintendent

4. Those teachers/personnel who will obtain an Outstanding performance rating are required to submit documentary evidences which are contributory to the "O" rating duly certified by the immediate supervisor/principal whichever is applicable. On the other hand, those who will be rated Unsatisfactory (US) must be supported with documentary evidences as well as measures to correct and improve performance.
5. It is therefore expected that such mechanism will contribute to the efficient and synchronized releasing of PIB payment next year, thus, cooperation of all is enjoined.
6. For information, guidance and compliance.

  
 EVANGELINE P. LADINES  
 OIC-Schools Division Superintendent