



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

Tel. no. 533-60-85 Fax. no. 532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com



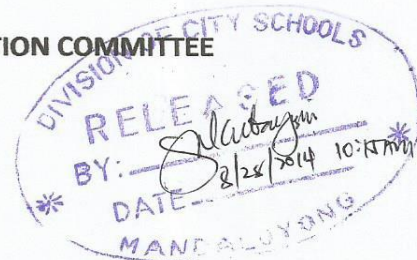
August 28, 2014

DIVISION MEMORANDUM

NO: 35, s. 2014

CONSTITUTING THE DIVISION PERFORMANCE REVIEW AND EVALUATION COMMITTEE

TO: Assistant Schools Division Superintendent
Education/District Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Division Section Chiefs
President, Mandaluyong Federation of Public School Teachers Association, Inc. (MFPSTA)
President, Division of Mandaluyong Parents-Teachers Association (PTA)



1. Pursuant to DepEd Order No. 33, s. 2014 entitled "**Guidelines on the Granting of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2013**", the following shall constitute the Division Performance Review and Evaluation Committee (DPREC):

Chairperson:

Assistant Schools Division Superintendent : Dr. Nerissa L. Losaria, CESO VI

Members:

Planning Officer II : Ms. Ma. Delma A. Abringe
Accountant : Ms. Krizel A. Tayag
Administrative Officer V : Mr. Bony G. Abalos
Education Program Supervisor : Mr. Rex A. Ado
School Principal III & PESPA President : Mr. Romeo E. Bandal
Teacher & MFPSTA President : Ms. Miriam Villa Ignacio

Observer:

President, Division of Mandaluyong PTA : Mr. Gilbert Sta. Ana

Secretariat:

Human Resource Management Officer : Ms. Marian A. Soriano /
: Ms. Rowena Letada
Administrative Officer III – Records Unit : Ms. Menchie DC. Kubayashi

2. The functions and responsibilities of the DPREC shall include the following:

- a. Based on the involvement in basic education, select the DepEd-recognized CSO, which will act as observer in all DPREC meetings and discussions:

- b. Conduct orientation and information dissemination activities especially on the rationale, criteria and process of the granting of PBB;
- c. Immediately convene en banc to agree on the basics in performance review and evaluation particularly on the process and timelines. DPREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation;
- d. Implement the performance review and evaluation as stipulated in DepEd Order No. 33, s. 2014;
- e. Provide necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;
- f. Regularly report to the head of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PBB Task Force;
- g. Ensure that PBB is implemented before the end of fiscal year 2014; and
- h. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.

3. Immediate and wide dissemination of this **Memorandum** is desired.

For:

EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent

By: 

NERISSA L. LOSARIA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge of the Division