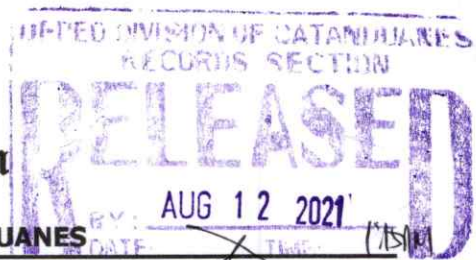




Republic of the Philippines
Department of Education

REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 11, 2021

DIVISION MEMORANDUM

OSDS-ASDS - DM 000 ³⁴³ s. 2021/atb

To: Assistant Schools Division Superintendent
 Chiefs, Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officer V
 Unit/Section Heads
 All SDO Personnel (Regular Permanent)
 All Others Concerned

MID-YEAR INTER- OFFICE PERFORMANCE REVIEW, MENTORING AND COACHING

- As stipulated in DepEd Order No. 2 s. 2015 *re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)*, it is expected that each office shall conduct a Performance Review, Mentoring and Coaching to each employee.
- Anchored on this, please be informed that there will be a Mid-Year Inter- Office Performance Review, Mentoring, and Coaching to all SDO personnel on the following dates:
 - CID- August 25, 2021
 - SGOD- August 26, 2021
 - OSDS- August 27, 2021
- The activity aims to provide feedback on the performance of SDO employees and to provide appropriate mentoring and coaching. The participants are expected to bring a copy of OPCR/ IPCRF 2021 and available means of verification during the activity.
- The Chiefs of the Functional Divisions, Education Program Supervisors, Public Schools District Supervisors, Section Chiefs/Unit Heads and Senior Education Program Specialists are expected to present a 10- minute PowerPoint presentation of their IPCRF/OPCRF on their scheduled date.
- The venue of the activity shall be determined later. Meals and other expenses to be incurred shall be charged from the HRTD/ GASS fund of each functional divisions.
- For information, guidance, and compliance of everyone.

SUSAN S. COLLANO

Assistant Schools Division Superintendent
 Officer-In- Charge
 Office of the Schools Division Superintendent

Encl.:
 References:
 To be indicated in the Perpetual Index under the following subjects:
 Performance Learning and Development RPMS
 Mid-Year Inter- Office Performance Review, Mentoring And Coaching
 0000 ____ / August 11, 2021



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