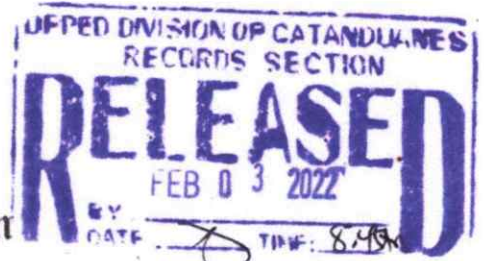




Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**



February 2, 2022

UNNUMBERED MEMORANDUM

TO : Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Section and Unit Heads  
 All Others Concerned

FROM : **SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

SUBJECT: Inter-Office Evaluation and Validation

DATE : February 2, 2022

1. The OSDS' sections and the CID and SGOD are directed to conduct an inter-office pre-evaluation and validation of the 2021 actual performance of this division office based on the Office Performance Commitment and Review Form (OPCRF) in preparation for the evaluation to be conducted by the Regional Performance Management Team and Performance Validation Team on February 10-11, 2022.
2. The conduct of this activity shall be on February 5, 2022 (Saturday).
3. The following shall compose the teams:

Office /KRA	MOVs	Responsible Section/Unit	Assessor/Validator
KRA 1	<b>Strategic Management and Operations</b>		
Objective 1	Approved WFP, DEDP 2018-2022, CY 2022 Adjusted DEDP, BE-LCP	OSDS c/o ASDS Ma. Luisa T. Dela Rosa SGOD, Planning & research	Romel G. Petajen Ma. Gina Templonuevo Jennifer B. Metica





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Objective 2	Approved/Revised 2021 WFP, Quarterly DMEA/RMEA Report	OSDS c/o ASDS Ma. Luisa T. dela Rosa SGOD, P&R, SMME	
Objective 3	Tracer Tracker Mechanism/Filing System for release/action/response of requests from various stakeholders	Records ICTU	
KRA 2	<b>Curriculum and Instruction</b>		
Objective 1	<ol style="list-style-type: none"> <li>1. Memo on the development and contextualization activity conducted</li> <li>2. Samples of contextualized learning resource materials for ALS, and other special programs</li> </ol>	CID c/o Chief Romel G. Petajen	
Objective 2	<ol style="list-style-type: none"> <li>1. Memo on the conduct of division M&amp;E</li> <li>2. Copies of accomplished monitoring tools used in offline and online platforms</li> <li>3. Consolidated M&amp;E reports</li> <li>4. Notice of and minutes of meetings, conferences, and FGDs conducted</li> <li>5. Report of project assessment on the utilization of SLMs</li> </ol>	CID c/o Chief Romel G. Petajen  SGOD Sarah S. Chiong	Mary Jane S. Romero Marichelle B. Llave Aroline Borja Ma. Cielo Tubale



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Objective 3	<ol style="list-style-type: none"> <li>1. Memo on contextualized regional policies along Curriculum Implementation, Learning Delivery and Learning Resource Management</li> <li>2. Contextualized policies on               <ol style="list-style-type: none"> <li>a) Curriculum Implementation</li> <li>b) Learning Delivery, and</li> <li>c) Learning Resource Management</li> </ol> </li> </ol>	CID c/o Chief Romel G. Petajen	
KRA 3	<b>Human Resource Development and Management</b>		
	<ol style="list-style-type: none"> <li>1. List of Plantilla Items filled/supported by RQA, Pictures of online/on-site assessment, "Appointment and Transmittal Form received by CSC</li> <li>2. Request for Publication of Vacant Positions received by CSC/Memorandum received by CSC</li> <li>3. Copy of NOSCA re CY 2021 newly created teaching and non-teaching positions (if any)</li> <li>4. Summary of filled and unfilled positions as of December 31, 2020 vs. December 31, 2021</li> </ol>	HRMO AO IV- Marichelle B. Llave	Cynthia Soneja Achilles Alberto Frankie Turalde
Objective 2	<ol style="list-style-type: none"> <li>1. Copy of policies formulated</li> <li>2. Completion report of programs implemented under the comprehensive welfare program</li> </ol>	SGOD c/o Chief Mary Jean S. Romero	Nelson Sicio Jezrahel Omadto Sarah Chiong







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### SCHOOLS DIVISION OFFICE OF CATANDUANES

Objective 3	1. Program completion reports of L&D program supported by Needs Assessment, terminal reports of L &D Interventions (online and offline), Work and Financial Plan	SGOD Aroline Borja Elizabeth Urbano	
KRA 4	<b>Resource Management</b>		
Objective 1	1. WFP, CY 2021 Budget Proposal for all PAPs, FAR 1, FAR1a, RAOD, Status of Implementation of PAPs/Monitoring Tools, Memo and Documentation on Budget Preparation	Finance Team Ma. Cielo Tubale Angelo James Aguinalde Liza Bernardo SGOD SMME	Gina Pantino Emiline Abrasaldo Atty. Norlito Agunday Jr. Rey Bonayon
Objective 2	1. Letter requests for land titling from schools, Copy of endorsed letter-request, copy of responses/approval of CO on endorsed Letter for Titling, Report on the Status of funds downloaded for Land Titling	OSDS Legal Unit Atty. Norlito Agunday Jr. Engr. Rodger Matienzo	
Objective 3	1. Physical inventory report of supply, Property Plant & Equipment, Report on Property Disposal, Monthly Report of Supplies and Materials Issued (MRSMI), Copy of ARE/PAR, Custodian Slips, Copy of RIS, Trial Balance/Balance Sheet as of December 31, 2021	OSDS AO IV- Cristina Barrameda  Angelo James Aguinalde	
KRA 5	<b>Partnership and Linkages</b>		



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Objective 1	MOA/MOU transmittal letters, AR/or activity, capacity building on professional partnership	SGOD SocMobNet Marife Brequillo	Gina Custodio Nino Gerard Ceneta Eva Tolentino
Objective 2	Division Memos, Deed of Donation, Division Memorandum, DMEA Outputs accomplishments		
Objective 3	Monitoring and transparency mechanism in partnership activities, capacity building on professional partnership, funding/budget, if any, LGU partnership, if any		
Plus Factor	Document showing that QMS has been established, such as approved proposal, Process Manual, Masterlist of QMS Teams, SWOT Analysis, Context of the Organization, Masterlist of internal and external stakeholders, needs and expectations, documentation of activities conducted based on project proposal, etc. Physical plan on the installation of DOTS and DAS, List of Personnel Involved with Roles and Functions, Issues and Concerns on the utilization/productivity of the installed DOTS and DAS, system logs, audit logs, etc.	OSDS ASDS Ma. Luisa T. Dela Rosa Romel G. Petajen Jake Malinana Jennifer Metica	Kristine G. Santelices Liza R. Bernardo Jesslyn Taway

2. The validating team shall reflect their suggested rating vis-à-vis the rating of the office in the form attached.
3. Personnel involved in this activity shall be entitled to Compensatory Overtime Credit (COC) per CSC-DBM Joint Circular No. 2, s. 2004.
4. The assigned office, section or unit to prepare the MOVs for this activity shall ensure that the documents are ready and arranged accordingly on or before February 5, 2022 in their respective offices.





Enclosure No. 2 List of MOVs to be presented

SDO and KRA	MOVs to be presented
<b>SDO Catanduanes</b>	
<b>KRA 1</b>	<b>Strategic Management and Operations</b>
Objective 1	Approved WFP, DEDP 2018-2022, CY 2022 Adjusted DEDP, BE-LCP
Objective 2	Approved/ Revised 2021 WFP, Quarterly DMEA/RMEA Report
Objective 3	Tracer Tracker Mechanism/Filling System for the release/action/response of requests from various stakeholders
<b>KRA 2</b>	<b>Curriculum and Instruction Management</b>
Objective 1	1. Memo on the development and contextualization activity conducted. 2. samples of contextualized learning resource materials for ALS, and other Special programs.
Objective 2	1. Memo on the conduct of Division M & E, 2. Copies of accomplished monitoring tools used in offline and online platforms, 3. consolidated M & E reports, 4. Notice of and minutes of meetings, conferences, and FGDs conducted. 5. Report of project assessment on the utilization of SLMs.
Objective 3	1. Memo on the contextualized regional policies along with Curriculum Implementation (CI), Learning Delivery (LD), and Learning Resource Management (LRM). 2. Contextualized policies on a) Curriculum Implementation, b) Learning Delivery, and Learning Resource Management.
<b>KRA 3</b>	<b>Human Resource Development and Management</b>
Objective 1	1. List of Plantilla Items filed/supported by RQA, Pictures of Online/On-site Assessment, "Appointment and Transmittal Form received by CSC 2. Request for Publication of Vacant Positions received by CSC Memorandum re Announcement of Vacancies 3. Copy of NOSCA re CY 2021 Newly created teaching and non-teaching positions 4. Monitoring tool for the newly created teaching and non-teaching positions (if any) 5. Summary of Filled and Unfilled positions as of December 31, 2020 vs December 31, 2021"
Objective 2	1. Copy of Policies formulated; 2. Completion reports of programs implemented under the comprehensive employee welfare
Objective 3	1. Program completion reports of L & D programs supported by Needs Assessment, Terminal Reports of L & D Interventions (online and offline), Work and Financial Plan
<b>KRA 4</b>	<b>Resource Management</b>
Objective 1	WFP, CY 2021 Budget Proposal for all PAPs, FAR 1, FAR 1a, RAOD, Status of Implementation of PAPs/ Monitoring Tools, Memo and Documentation on Budget Preparation
Objective 2	Letter Request for Land Titling from Schools, Copy of Endorsed Letter request, Copy of responses/approval of CO on endorsed Letter Request for Titling, Report on the Status of funds downloaded for Land Titling.
Objective 3	Physical Inventory Report of Supply, Propety, Plant & Equipment, Report on Property Disposal, Monthly Report of Supplies and Materials Issued (MRSMI), Copy of ARE/PAR, Custodian Slips, Copy of RIS, Trial Balance/Balance Sheet as of Dec 31, 2021
<b>KRA 5</b>	<b>Partnership and Linkages</b>
Objective 1	MOA/MOU, transmittal letters, AR/or activity, capacity building on professional partnership
Objective 2	Division memos, Deed of Donation, Division Memorandum, DMEA Outputs accomplishments
Objective 3	Monitoring and transparency mechanism in partnership activities, capacity building on professional partnership, funding/budget if any, LGU partnership if any
Plus factor	1. Documents showing that QMS has been established, such as Approved Proposal, Process Manual, Masterlist of QMS Teams, SWOT Analysis, Context of the Organization, Masterlist of internal and external stakeholders, needs and expectations, documentation of the activities conducted based on the project proposal etc. Project Proposal, Physical plan on the instalation of DOTS and DAS, List of Personnel Involved with Roles and Functions , Issues and concerns on the utilization/productivity of the installed DOTS and DAS, system logs/audit logs etc.



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CALIBRATED OFFICE PERFORMANCE COMMITMENT REVIEW FORM

No.	ORIGINAL OPCRf CONTENT (Based on approved 2021 OPCRf)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
1	KRA 1, Objective No. 2a (KPI and Timeliness) Prompt action in all in- coming and outgoing communications, notices on submission of reports/documents received in the office using various communication platforms	KPI - From ALL or 100% to 85%	Instability of Internet signal and power supply that hinders printing and online submissions	( ) Approved  ( ) Disapproved	( ) Recommended  ( ) Not Recommended
2	KRA 1, Objective No. 2b (KPI & Timeliness) Prompt action observing the set process & releases of payments of all the financial-related documents	KPI - From ALL to 75%	No release of NCA on time to pay for various claims	( ) Approved  ( ) Disapproved	( ) Recommended  ( ) Not Recommended





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3	KRA 4(People Management) To provide continuous professional learning and development for SDO and school personnel via offline and online modalities	KPI – from 90-95% on L&D to 75%	Shift in priorities due to budget releases  Cancellation of online L&D due to heightened restrictions	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved	<input type="checkbox"/> Recommended  <input type="checkbox"/> Not Recommended
4	KRA 5 (Resource Management) To lead the budget preparation and allocation of funds for three functional offices and ensure utilization of funds according to existing rules and regulations	KPI - From 96-100% to 80-90%	Due to failure in bidding and late NCA releases	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved	<input type="checkbox"/> Recommended  <input type="checkbox"/> Not Recommended
5	Plus Factor To install digitized document tracking and employee attendance system	Objective- Changed to: To establish the PRIME-HRM with 50% accomplishment of target	Supplier of the document tracking system was unable to undertake the transaction due to co-morbidity issues	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved	<input type="checkbox"/> Recommended  <input type="checkbox"/> Not Recommended







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**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Prepared by:

**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Name of ratee and Position

Date: 8/31/2022

Recommended by:

\_\_\_\_\_

Name of PMT Chair or Designated

Date: \_\_\_\_\_

Endorsed by:

**RONELO AL K. FIRMO**  
Assistant Regional Director

Name of Rater and Position

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_

Name of Authority and Position

PMT Representative

Date: \_\_\_\_\_



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 SCHOOLS DIVISION OFFICE OF CATANDUANES  
 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE:		SUSAN S. COLLANO			NAME OF RATER:		RONEL AL K. FIRMO		GILBERT T. SAOSAD			
		Assistant Schools Division Superintendent, Officer-in-Charge, Office of the Schools Division Superintendent			POSITION:		Assistant Regional Director		Regional Director			
OFFICE/DIVISION:		DepED SDO Catanduanes			DATE OF REVIEW:		March 22, 2021					
RATING PERIOD:		FY 2021										
TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION							
MFO	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS		ACTUAL RESULTS	RATING				SCORE
					QUALITY, EFFICIENCY, TIMELINESS			Q	E	T	AVE	
IMPROVE GOVERNANCE: Continuously Improve Governance and Heightened Support of Stakeholders	Strategic Management and Operations	To ensure the delivery of quality and accessible basic education suited to the division context under the State of National Emergency due to COVID-19 pandemic through formulation of evidence-based and collaboratively planned programs and initiatives translated in the Division Education Development Plan (DEDP) aligned with the Regional Education Development Plan (REDP) and anchored on Sulong Edukalidad framework	Jan-Dec	20%	Outstanding (5)	Division Strategic Directions and Policy framework is translated into Basic Education Learning Continuity Plan (BE-LCP) aligned with the REDP and anchored on Sulong Edukalidad Framework crafted and passed one time review and validation without corrections and submitted on or before the deadline						5
					Very Satisfactory (4)	Division Strategic Directions and Policy framework is translated into Basic Education Learning Continuity Plan (BE-LCP) aligned with the REDP and anchored on Sulong Edukalidad Framework crafted and passed one time review and validation with minor corrections and submitted a day after the deadline						
					Satisfactory (3)	Division Strategic Directions and Policy framework is translated into Basic Education Learning Continuity Plan (BE-LCP) aligned with the REDP and anchored on Sulong Edukalidad Framework crafted and passed one time review and validation with major corrections and submitted a week after the deadline						

					Unsatisfactory (2)	Division Strategic Directions and Policy framework is translated into Basic Education-Learning Continuity Plan (BE-LCP) aligned with the REDP and anchored on Sulong Edukalidad Framework crafted and passed one-time review and validation with major corrections and submitted a week after the deadline								
					Poor (1)	Division Strategic Directions and Policy framework is translated into Basic Education-Learning Continuity Plan (BE-LCP) aligned with the REDP and anchored on Sulong Edukalidad Framework crafted and passed one-time review and validation with major corrections and submitted a month after the deadline								
		To ensure that the SDO and schools are managed and led effectively, efficiently, and collaboratively through the approved programs/projects/activities (PPAs) using various offline/online platforms	Jan-Dec		Outstanding (5)	75-85% of the PPAs indicated in the revised WFP were implemented on time and within the approved plan and budget using various online/offline implementation, communication and monitoring platforms								5
					Very Satisfactory (4)	65-74% of the PPAs indicated in the revised WFP were implemented on time and within the approved plan and budget using various online/offline implementation, communication and monitoring platforms								
					Satisfactory(3)	55-64% of the PPAs indicated in the revised WFP were implemented on time and within the approved plan and budget using various online/offline implementation, communication and monitoring platforms								
					Unsatisfactory (2)	45-54% of the PPAs indicated in the revised WFP were implemented on time and within the approved plan and budget using various online/offline implementation, communication and monitoring platforms								
					Poor (1)	Below 45% of the PPAs indicated in the revised WFP were implemented on time and within the approved plan and budget using various online/offline implementation, communication and monitoring platforms								





				(2) Unsatisfactory	All financial related documents (i.e., claims, payment of salaries and benefits and expenditures) are acted promptly within the reglementary period and paid two weeks after the due date										
				(1) Poor	All financial related documents (i.e., claims, payment of salaries and benefits and expenditures) are acted promptly within the reglementary period and paid one after the due date										
QUALITY	Curriculum and Instruction Management	To manage the development and contextualization of various Learning Resources (LRs) for ALS and Special Programs (i.e., SPED, Madrasah Education, multi grade, etc.)	Jan-Dec	20%	Outstanding (5)	8-10 various Learning Resources (LRs) for ALS and Special Programs (i.e., SPED, IPed, Madrasah Education, etc.) developed, contextualized from Jan-Dec							5		
					Very Satisfactory (4)	5-7 various Learning Resources (LRs) for ALS and Special Programs (i.e., SPED, IPed, Madrasah Education, etc.) developed, contextualized from Jan-Dec									
					Satisfactory (3)	4-5 various Learning Resources (LRs) for ALS and Special Programs (i.e., SPED, IPed, Madrasah Education, etc.) developed, contextualized from Jan-Dec									
					Unsatisfactory (2)	3 various Learning Resources (LRs) for ALS and Special Programs (i.e., SPED, IPed, Madrasah Education, etc.) developed, contextualized from Jan-Dec									
					Poor (1)	1-2 various Learning Resources (LRs) for ALS and Special Programs (i.e., SPED, IPed, Madrasah Education, etc.) developed, contextualized from Jan-Dec									
			To ensure that the SDO and schools conduct MAE on the implementation/ utilization of the contextualized SLMs through various offline/online platforms such as conferences, meetings, FGDs, and conduct of progress assessment on the utilization of SLMs	Jan-Dec	20%	Outstanding (5)	71-80% contextualized/localized curriculum, learning materials, and SLMs across all subject areas for four quarters								5
		Very Satisfactory (4)				61-70% contextualized/localized curriculum, learning materials, and SLMs across all subject areas for three quarters									
		Satisfactory (3)				51-60% contextualized/localized curriculum, learning materials, and SLMs across all subject areas for two quarters									
		Unsatisfactory (2)				41-50% contextualized/localized curriculum, learning materials and SLMs across all subject areas for one quarter									
		Poor (1)				31-40% below% contextualized/localized curriculum, learning materials and SLMs across all subject areas for one quarter									
	To adopt and/or further contextualize policies set by the regional office on curriculum implementation (CI), learning delivery (LD) and learning resource management (LRM)				Outstanding (5)	4 contextualization Policies on CI, LD, & LRM including the curricular/interest programs and support activities crafted and implemented for regional adoption were implemented and/or adopted/further contextualized by the SDO							5		
Very Satisfactory (4)					3 contextualization Policies on CI, LD, & LRM including the curricular/interest programs and support activities crafted and implemented for regional adoption were implemented and/or adopted/further contextualized by the SDO										

			June-Dec	Satisfactory (3)	2 contextualization Policies on CI, LD, & LRM including the curricular/interest programs and support activities crafted and implemented for regional adoption were implemented and/or adopted/further contextualized by the SDO									
				Unsatisfactory (2)	1 contextualization Policy on CI, LD, & LRM including the curricular/interest programs and support activities crafted and implemented for regional adoption were implemented and/or adopted/further contextualized by the SDO									
				Poor (1)	0 contextualization Policy on CI, LD, & LRM including the curricular/interest programs and support activities crafted and implemented for regional adoption was implemented and/or adopted by the SDO									
	Partnership Building	To identify resource needs and potential local and other education partners and stakeholders for possible sponsorship and collaboration to augment/respond to the unfunded programs and projects of the SDO and schools such as Brigada Eskwela, Radio-Based Instruction and other areas for partnership	Jan-Dec	20% Outstanding (5)	4-5 unfunded programs and/or projects of the SDO and schools have firmed-up partnerships through a Memorandum of Agreement and/or Memorandum of Understanding executed and implemented according to partnerships' terms and conditions									5
				Very Satisfactory (4)	3 unfunded programs and/or projects of the SDO and schools have firmed-up partnerships through a Memorandum of Agreement and/or Memorandum of Understanding executed and implemented according to terms and conditions									
				Satisfactory (3)	2 unfunded programs and/or projects of the SDO and schools have firmed-up partnerships through a Memorandum of Agreement and/or Memorandum of Understanding executed and implemented according to terms and conditions									
				Unsatisfactory (2)	1 unfunded program and/or project of the SDO and schools have firmed-up partnerships through a Memorandum of Agreement and/or Memorandum of Understanding executed and implemented according to terms and conditions									
				Poor (1)	0 partnership agreement was firmed-up but with proposals prepared									
		To adopt and/or further contextualize the formulated policies of the regional office on partnerships and linkages (SGOD/SacMobNet)	Jan-June	Outstanding (5)	5 localized policies and standards adopted and/or contextualized and implemented on time									5
				Very Satisfactory (4)	4 localized policies and standards adopted and/or contextualized and implemented on time									



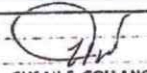
				Satisfactory (3)	3 localized policies and standards adopted and/or contextualized and implemented with one week delay						
				Unsatisfactory (2)	2 localized policies and standards adopted and/or contextualized and implemented with two weeks delay						
				Poor (1)	1 localized policy and standards adopted and/or contextualized and implemented with one month delay						
		To create opportunities for partnership with the local and other education stakeholders/denors that will serve as an avenue for resource mobilization and partnership in relevant areas for new programs/projects	Jan-Dec	Outstanding (5)	75-85% programs and activities identified on partnerships conducted on time						5
				Very Satisfactory (4)	65-74% programs and activities identified on partnerships conducted on time						
				Satisfactory (3)	55-64% programs and activities identified on partnerships conducted on time						
				Unsatisfactory (2)	45-54 % programs and activities identified on partnerships conducted on time						
				Poor (1)	Below 45% programs and activities identified on partnerships conducted on time						
		To ensure that the recruitment, selection and placement system is effectively and efficiently implemented	Jan-Oct	Outstanding (5)	50-60% of the vacant items are filled up with qualified personnel within the prescribed recruitment, selection, and placement						5
				Very Satisfactory (4)	40-49% of the vacant items are filled up with qualified personnel within the prescribed recruitment, selection, and placement guidelines 1 week delayed from the set timelines						
				Satisfactory (3)	30-39% % of vacant items are filled up in compliance with the selection and placement guidelines 2 weeks delayed from the set						
				Unsatisfactory (2)	20-29% % of vacant items are filled up in compliance with the selection and placement guidelines 3weeks delayed						
				Poor (1)	Below 20 %of vacant items are filled up in compliance with the recruitment, selection and placement guidelines one month						
		To operationalize and institutionalize the formulated policies for a comprehensive employee welfare program on wellness, rewards and incentives, and gender and development, etc.	Jan-June	Outstanding (5)	4 policies on comprehensive employees welfare program formulated andimplemented within the time frame set						5
				Very Satisfactory (4)	3 policies on comprehensive employees welfare program formulated andimplemented within the time frame set						

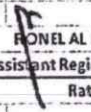
	People Management		Jan-Dec	10%	Satisfactory (3)	2 policies on comprehensive employees welfare program formulated and implemented within the time frame set										
				Unsatisfactory (2)	1 policy on comprehensive employees welfare program formulated and implemented within the time frame set											
				Poor (1)	0 policy on comprehensive employees welfare program formulated and implemented within the time frame set											
				Outstanding (5)	90-95% professional learning and development plans for employees implemented within the time frame set									5		
				Very Satisfactory (4)	80-89% professional learning and development plans for employees implemented a week delayed from the time frame set											
				Satisfactory (3)	70-79% professional learning and development plans for employees implemented 2 weeks delayed from the time frame set											
				Unsatisfactory (2)	60-69% professional learning and development plans for employees implemented 3 weeks delayed from the time frame set											
				Poor (1)	Below 60% below professional learning and development plans for employees implemented 4 weeks delayed from the time frame set											
	Resource Management	To lead the budget preparation and allocation of funds for the three functional offices and ensure utilization of funds according to existing rules and regulations	Jan-Dec	20%	Outstanding (5)	96-100% of the allocated funds per functional office were reflected and utilized based on the revised and approved WFP contained in the PMIS							5			
					Very Satisfactory (4)	90-95% of the allocated funds per functional office were reflected and utilized based on the revised and approved WFP contained in the PMIS										
					Satisfactory (3)	85-89 % of the allocated funds per functional office were reflected and utilized based on the revised and approved WFP contained in the PMIS										
					Unsatisfactory (2)	81-84% of the allocated funds per functional office were reflected and utilized based on the revised WFP										
					Poor (1)	Below 81% of the allocated funds per functional office were reflected and utilized based on the revised and approved WFP contained in the PMIS										
					To approve/endorse the requests for allocation of funds for school sites acquisition and fitting			Outstanding (5)	50% of the identified schools with requests for school sites acquisition and/or fitting are approved and endorsed to the regional and central offices for funding according to due dates							5

				Very Satisfactory (4)	40-49% of the identified schools with requests for school sites acquisition and/or titling are approved and endorsed to the regional and central offices for funding two weeks delayed from the due date				
				Satisfactory (3)	30-39% of the identified schools with requests for school sites acquisition and/or titling are approved and endorsed to the regional and central offices for funding three weeks delayed from the due date				
				Unsatisfactory (2)	20-29% of the identified schools with requests for school sites acquisition and/or titling are approved and endorsed to the regional and central offices for funding one month delayed from the due date				
				Poor (1)	Below 20% of the identified schools with requests for school sites acquisition and/or titling are approved/endorsed to the regional and central offices for funding two months delayed from the due date				
	CID?	To manage the SDO properties both fixed and movable in the three functional offices and schools (OSDS, AO/Supply)		Outstanding (5)	90-100% of SDO and school properties are booked up with complete and accurate inventory/records				5
				Very Satisfactory (4)	80-89% of SDO and school properties are booked up with complete and accurate inventory/records				
				Satisfactory (3)	70-79% of SDO and school properties are booked up with complete and accurate inventory/records				
				Unsatisfactory (2)	60-69 % of SDO and school properties are booked up with complete and accurate inventory/records				
				Poor (1)	Below 59% of SDO and school properties are booked up with complete and accurate inventory/records				
	Plus factor	To establish/install the Quality Management System (QMS) To install digitized document tracking and employee attendance system	10%		50% of the QMS process is established  DOTS and DAS were installed				5

**Adjectival Rating Scale**

Outstanding	4.500-5.000
Very Satisfactory	3.500-4.499
Satisfactory	2.500-3.499
Unsatisfactory	1.500-2.499
Poor	1.000-1.499

  
**SUSAN S. COLLANO**  
 Officer-in-Charge  
 Office of the Schools Division  
 Ratee

  
**RONEL K. FIRMO**  
 Assistant Regional Director  
 Rater

  
**GABRIEL P. CASAD**  
 Regional Director  
 APPROVING AUTHORITY