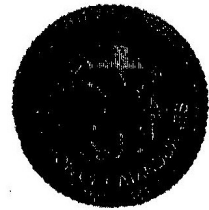


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



AUG 01 2014

DIVISION MEMORANDUM
No. 50, series 2014

CREATION OF DIVISION PERFORMANCE REVIEW & EVALUATION COMMITTEE (DPREC)

TO: Education Program Supervisor
Public School District Supervisors
Elementary & Secondary School Heads
Non-teaching Staff
All concerned

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1. Pursuant to DepED Order No. 33, s. 2014 re: Guidelines on the Granting of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2013, it is hereby mandated to create a Division Performance Review and Evaluation Committee (DPREC).

2. The following will comprise the Division Performance Review and Evaluation Committee, to wit:


Chairman: Mariano B. de Guzman, OIC office of the Asst. Schools Division Superintendent
Members: Raquel L. Pahuyo, Admin. Officer IV (Division Planning Officer)
Angelo James O. Aguinalde, Accountant II
Mary Jean S. Romero, EPS I (Administrative Officer V, Designate)
Josefa V. Zape, EPS I
Cynthia T. Soneja, Principal II

Secretariat: Marichelle B. Llave, Admin. Aide VI
Linda A. Icaranom, Admin. Aide VI

3. The functions and responsibilities of the PRECs shall include the following:

- a. Based on the involvement in basic education, select the DepEd-recognized CSO, which will act as observer in all PREC 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. Each PREC 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 the Order;
- 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 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 the 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.

4. Wide dissemination and strict compliance is hereby enjoined.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent