



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Negros Oriental

**Office of the Schools Division
 Superintendent**

SEP 2 2021

DIVISION MEMORANDUM

No. 604 , s. 2021

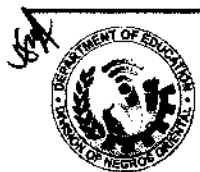
CORRIGENDUM/ADDENDUM TO DIVISION MEMO No. 570, s. 2021 (SUBMISSION OF PERFORMANCE RATING OF SCHOOL-BASED PERSONNEL SY: 2020-2021)

To: Assistant Schools Division Superintendent
 Chief, CID and SGOD
 All Others Concerned

1. This office hereby informs the field on some changes and additional provisions on the submission of the performance rating of school-based personnel for SY 2020-2021.
2. All duly accomplished OPCRf (Summary of Rating) of School Heads and IPCRF of Master Teachers shall be submitted to the division office for the signature/approval on or before September 28, 2021. Submission shall be by district with attached transmittal of the Public Schools District Supervisor (PSDS) and Summary of Rating for the office' reference.
3. Individual Soft copy (PDF file) of OPCRf and IPCRF and the Summary of Rating (hard copy) shall be forwarded to the office through the HRMU on or before October 15, 2021.
4. Schools shall be guided on the timeline stipulated in Memorandum DM-PHROD-2020-0223 due to the amendment of the school calendar and activities for SY 2020-2021 for reference:

A. For Teaching Personnel

Activity	Old Timeline	Adjusted Timeline
Phase 1		
Self- Assessment with Initial Development Planning	January 2021	January 2021
Phase 2		
Classroom Observation 1	February 2021- March 2021	February 2021- March 2021
Monitoring and coaching	All SY-round	All SY- round
Mid Year Review	March 2021	First week of May 2021*
Classroom Observation 2	April- May 2021	May- June 2021



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Activity	Old Timeline	Adjusted Timeline
Phase 3		
Performance Review and Evaluation	One (1) week after graduation	One (1) week after graduation
Phase 4		
Performance Rewarding and Development Planning	June 2021	July 2021
IPCRF Data Collection	One (1) month after graduation	One (1) month after graduation

*Provided Classroom Observation 1 has been conducted

B. For Non- Teaching Personnel in Schools

Activity	Person(s) Responsible	Old Timeline	Adjusted Timeline
Phase 1			
Performance Target Setting and Development of OPCR/OPCRF	PSDS, School Head, and Ratees	October 2020	October 2020
Phase 2			
Monitoring and Coaching	School Head/ Raters	All SY-round	All SY-round
Mid-Year Review with Development Planning	School Head/ Raters/Ratees	March 2021	First week of May 2021*
Phase 3			
Performance Review and Evaluation	Raters, Ratees, and Approving Authority	One (1) week after graduation	One (1) week after graduation
Phase 4			
Ways Forward Development	Ratees	One (1) week after graduation	One (1) week after graduation
Planning Ratees a week after scheduled	School Head/ Raters	One (1) month after graduation	One (1) month after graduation

*Provided that this will be conducted after the Mid-year Review of Teachers

S. For information, guidance, and compliance.

Manly
SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent
 9/2/2021

SPP/MKP-JMA-NLR/OASDS-A/JMA
 September 2, 2021
JPK



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