



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

February 27, 2024

Division Memorandum

No. **059**, s. 2024

SUBMISSION OF PERFORMANCE TARGETS OF NEWLY HIRED NON-TEACHING PERSONNEL

To: District Supervisors/Principals-In-Charge
Principals/School Heads/Teachers-In-Charge
Public Elementary & Secondary Schools
Newly Hired Non-Teaching Personnel
All Others Concerned
This Division

1. Stated in Section 14 under Rule V of the Omnibus Rules on Appointment and Other Human Resource Actions that original appointees in the career service with permanent status of appointment shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.
2. Relative to this, all newly hired non-teaching personnel for the month of March are required to submit the hard copy of their performance targets and work output standards signed by the newly hired non-teaching personnel and their respective school heads on March 11, 2024 to the Division Performance Management (DPMT) Secretariat in the Personnel Unit.
3. The newly hired non-teaching personnel after six (6) months, shall submit to the Personnel unit the performance management outputs such as the Individual Performance Commitment Review Form (IPCRF), Journal of Accomplishments (JOA) and Performance monitoring and coaching form duly signed by their rater and approving authority that will be the basis in evaluating their performance as probational employees.
4. The School Heads of the Newly Hired Non-Teaching Personnel and DPMT shall:



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SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

- a. regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance;
 - b. evaluate at least twice during the probationary period and within every three (3) months as required by the position;
 - c. shall review their performance and be conducted within 10 days before the end of every rating period during the probationary period.
5. Attached is the list of newly-hired non-teaching personnel with school assignment for school head's perusal.
6. For inquiries, contact **Mrs. Rehanee P. Sambuto**, at mobile phone number: 0938-554-0626.
7. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS
PERFORMANCE
REPORTS

RPS/OSDS-PU/DM – submission of performance targets of newly hired non-teaching personnel
0273/February 27, 2024



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LIST OF NEWLY HIRED NON-TEACHING PERSONNEL

No.	Name	Position
1.	Ericca Jane A. Funa	Administrative Assistant II
2.	Dyna Love P. Baylon	Administrative Assistant II
3.	Joey S. Moneva	Administrative Assistant II
4.	John Mark E. Dayanan	Administrative Assistant II
5	Maridel R. Banaston A	Administrative Aide VI
6	Mary Joy Del R. Sumayog	Administrative Aide III