



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

04 Jul 2024

DIVISION MEMORANDUM

No. 133 , s. 2024

SUBMISSION OF YEAR-END PERFORMANCE EVALUATION OUTPUTS
FOR SY 2023-2024 OF SCHOOL-BASED PERSONNEL

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. The Administrative Services Section – Personnel Unit enjoins all school-based personnel to submit the following year-end performance evaluation outputs for the School Year 2023-2024:

a. For teaching and non-teaching personnel

Hard Copy	Scanned Copy for Uploading	Remarks
1. Duly accomplished and approved IPCRF (Parts I-IV) 2. Duly accomplished Performance Monitoring and Coaching Form 3. Duly accomplished Calibration Form, if applicable	1. Duly accomplished and approved IPCRF (Parts I-IV) 2. Duly accomplished Journal of Accomplishments with Remarks 3. Duly accomplished Performance Monitoring and Coaching Form 4. Duly accomplished Calibration form, if applicable	1. The hard copies of the year-end performance evaluation outputs of teaching and non-teaching personnel must be compiled in one folder with “Year End Performance Evaluation Outputs for SY 2023 2024” reflected on the cover page with the name of the school and district 2. Submit the required documents to the Personnel Unit



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Hard Copy	Scanned Copy for Uploading	Remarks
		3. The deadline for submission of hard and soft copies is 16 July 2024

b. For School Heads

Hard Copy	Scanned Copy for Uploading	Remarks
<ol style="list-style-type: none">Duly accomplished and approved Office Performance Commitment and Review Form (OPCRF), (Parts I-IV)Summary/Consolidated ratings of teaching and non-teaching personnel.	<ol style="list-style-type: none">Approved OPCRf 2023-2024Duly accomplished Journal of AccomplishmentsDuly accomplished Performance Monitoring and Coaching and FormApproved recalibrated KRAs and ObjectivesMinutes of the conduct of year-end performance evaluation with pictures/MOVs (QMS Template)Attendance of the conduct of year-end performance evaluation of teaching and non-teaching personnel (QMS Template)	<ol style="list-style-type: none">Submission of the compiled year-end performance evaluation outputs shall start from 08 July 2024 to 15 July 2024 at the ASDS Office.Checking of MOVs, signing and approving of year-end outputs shall start from 16-26 July 2024Submission of final output (soft and hard copies) signed by the rater and approving authority is on 31 July 2024.Hard Copies shall be submitted to the Personnel Unit.



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2. Below is the link for submission of scanned copies of year-end evaluation outputs.

bit.ly/PERFORMANCEOUTPUTSUPLOADING

3. **The use of electronic signatures is prohibited.** The School Performance Management Team (SMPT) shall check the completeness and authenticity of documents before they are submitted. The SPMT shall also monitor the submission of the required outputs of their respective teaching and non-teaching personnel.

4. For inquiries, contact Ms. Irma May G. Dinasas at 09122029138.

5. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

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IMGD/OSDS-ADSS/DM – submission of year-end performance evaluation outputs
for sy 2023-2024 of school-based personnel

0713/04 July 2024