



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

July 28, 2020

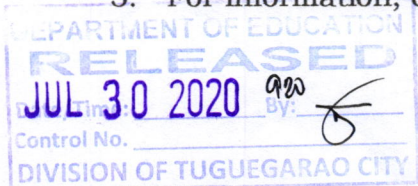
**DIVISION MEMORANDUM**

No. 115 s. 20 20

**IMPLEMENTATION OF SUBMISSION OF MOST AUTHORITATIVE MOVs OF ACCOMPLISHMENTS VIS-À-VIS OPCR AND IPCR DURING PERFORMANCE REVIEW CONFERENCE**

To: **Assistant Schools Division Superintendent**  
**CID and SGOD Chiefs**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Heads, Public Elementary and Secondary Schools**  
**All Others Concerned**

1. The Department of Education Regional Office No. 02 initiated to strengthen the implementation of CSC Memorandum Circular No. 3, s. 2012 – *Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM)* and DepEd Orders No. 2, s. 2015 – *“Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education.*
2. In view of this, the Division of Tuguegarao City shall implement a customized policy on performance review and evaluation. All teaching and non – teaching personnel shall be required to submit the most authoritative Mode of Verification/s (MOV/s) for each objective per KRA.
3. For the non – teaching personnel, one (1) most authoritative MOV to support an accomplishment shall be submitted. In the case of the teaching personnel, two (2) most authoritative MOVs shall be submitted. The accomplished and signed Classroom Observation Tool (COT) shall serve as the most authoritative MOV and accompanied by another MOV from any of the valid and acceptable MOVs.
4. A complaint due to non – compliance to this policy can be lodged by any aggrieved employee to the appropriate Performance Management Team.
5. For information, dissemination and compliance.



**REYNANTE Z. CALIGUIRAN**

Assistant Schools Division Superintendent  
OIC. Schools Division Superintendent



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 844-7925; (078) 377-8805  
Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
Website: [depedtuguegarao.net](http://depedtuguegarao.net)



Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>00</b>
As of:	<b>July 2, 2018</b>	Page:	<b>1</b>

Encl: None

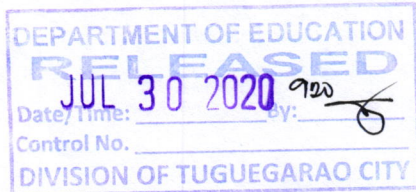
References: DepEd Order No. 2, s. 2015

CSC Memorandum Circular No. 3, s. 2012

To be indicated in the Perpetual Index

Under the following subjects:

POLICY, RATING, EMPLOYEES,  
TEACHERS



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)

Website: [depedtuguegarao.net](http://depedtuguegarao.net)



Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>00</b>
As of:	<b>July 2, 2018</b>	Page:	<b>2</b>

