



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

July 28, 2020

DIVISION MEMORANDUM

No. 116 s. 20 20

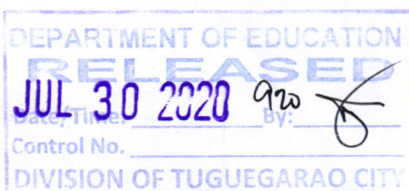
POLICY ON PERFORMANCE ASSESSMENT OF EMPLOYEES BASED ON APPLICABLE RATING MONTHS

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

1. Pursuant to the Department of Education Regional Office No. 02 initiative to strengthen the implementation of CSC Memorandum Circular No. 3, s. 2012 – *Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM)*, this Division shall implement a customized policy on calibration of performance assessment.
2. All teaching and non – teaching personnel’s accomplishment for each objective per KRA shall be evaluated based on rating months he/she officially reported.
3. The accomplishment of an employee who are on official travel, approved leave of absence, training and scholarship programs for certain months during the rating period should be pro – rated based on the months he/she has reported.
4. A complaint due to non – compliance to this policy can be lodged by any aggrieved employee to the Performance Management Team.
5. For information, dissemination and compliance.


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OIC. Schools Division Superintendent



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