



Division Memorandum
No. 176, s. 2019

TO: All PSDS/DIC Concerned
All Secondary School Heads Concerned
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **CONDUCT OF YEAR-END PERFORMANCE EVALUATION/SELF-ASSESSMENT FOR
TEACHERS AND SUBMISSION OF TEACHER'S IPCR-IDP AND SAT-IDP**

DATE: April 8, 2019

1. DepEd Order No 2, s. 2015 mandated that performance evaluation shall be done at the end of the performance cycle to assess the individual employee's performance level based the commitments and measures as contained in the OPCR and IPCR.
2. Moreover, DepEd order No. 42, s. 2017 stipulates that teachers should assess their own performance and reflects on their performance throughout the RPMS Cycle. The results of the self-assessment will guide the principal and the teacher on which RPMS indicators teachers must improve and on what areas they need coaching, mentoring and other professional learning activities.
3. In this cause, the Division of Surigao del Sur through the Human Resource and Development Section reminds all school heads to comprehensively assess the year-end performance of teachers thru their IPCR. The IDPs of teachers based on the performance evaluation will be one of the bases of the school heads in planning further professional development activities for teachers.
4. District Supervisors/DICs are also reminded to intensively conduct year-end performance evaluation to school heads in behalf of the Assistant Schools Division Superintendent. PSDSs and DICs are reminded to countersign the ASDS name right after the evaluation and the rating proper. The IDPs of school heads will also serve as one of the bases in crafting professional development activities for school heads.
5. All school heads (*Principals, MTs, HTs, TICs, SICs*) and identified school raters (*Assistant Principals, MTs and HTs*) are required to assess teacher's performance as emphasized on DepEd Order No. 2, s. 2015. IPCRs of teachers must be assessed based on the value of MOVs presented as prescribed by the Philippine Standards for Teachers (PPST) and OPCR of school heads must be evaluated and rated based on MOVs per KRA.
6. School Heads are reminded not to conduct revalida of teacher's performance. Assessment should be done through document evaluation based on the submitted MOVs. School heads are advised also not to require teachers to make additional required MOVs just to cover the lacking prescribed number of supporting documents. The IPCR rating will just adhere to points based on the documents that are submitted by teachers.



7. School heads are advised also to communicate to their teachers that their inability to complete the prescribed number of classroom observations may not affect their performance on QUALITY but will affect their ratings on EFFICIENCY. This is due to the holistic assessment approach of PPST-IPCR.
8. All school heads (*Principals, Head Teachers, Teacher In-charge, School In-charge*) are required to comply OPCR. However other principal position holders based on plantilla, head teachers, department heads, department coordinators designated by the Schools Division Superintendent as assistant to the principal should use IPCR. There should be only one OPCR per school.
9. Master Teachers who are assigned as school heads should also use OPCR since they assume the functions and the KRAs of school heads.
10. School Heads should still use the old IPCR while the teachers, including ALS should use the PPST-RPMS IPCR.
11. Raters and signatories for OPCRs and IPCRs in schools based on two existing DepEd orders are the following:

| RATEE | RATER | APPROVING AUTHORITY |
|---|--|---|
| Principal School Head (<i>HT/TIC/MT/SIC</i>) | Asst. Schools Division Superintendent <i>Note: PSDSs and DICs must evaluate OPCRs and countersign right below the name of the ASDS after evaluation</i> | Schools Division Superintendent |
| Assistant Principal Master Teacher Head Teacher (<i>assistant to the principal</i>) | Principal | Schools Division Superintendent (<i>Small and Medium Divisions</i>) Asst. Schools Division Superintendent (<i>Large and Very Large Division</i>) |
| Teacher | Head Teacher Master Teacher School Head (<i>if no HT or MT</i>) | Principal School Head |
| Non-Teaching Staff | Principal | Administrative Officer V (<i>SDO-SGOD</i>) |

12. Moreover, teachers are also required to assess their capacities based on the standards set by DepEd thru the electronic self-assessment for their Individual Development Plan. Teachers should see their School Planning Officers and School ICT Coordinators regarding this concern.
13. All E-SAT results must be compiled by the schools including hard copies of Self-Assessment Summary and IDP of Teachers. ESAT Database files must be forwarded to the District ICT Coordinators and hard copies of Self-Assessment Summary including IDPs of teachers must be forwarded to the District Planning Coordinators on or before April 12, 2019. Submission of these documents to the Division Office will be on April 15-16, 2019.

14. A copy also of teachers IPCR with IDP will be submitted to the District Office for submission to the Division Office. School Heads must also submit School Plan for Professional Development (SPPD) for School Year 2019-2020 based on IPCR – IDP and SAT-IDP of Teachers thru the District Planning Office on or before April 24, 2019. Submission to the Division Office will be on April 25-26, 2019.
15. Immediate dissemination of this memorandum is desired.

sgod/hrd/correos

References: DepEd order No. 42, s. 2017
DepEd Order No 2, s. 2015

To be indicated in the Perpetual Index
under the following subjects

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