



Republic of the Philippines
Department of Education

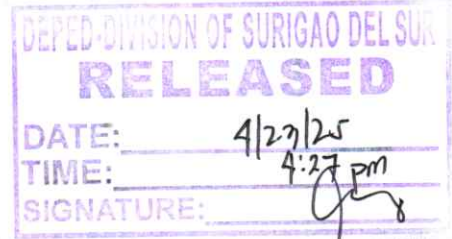
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

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April 23, 2025
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Division MEMORANDUM
 No. 177, s. 2025



To: Chief of CID and SGOD
 Performance Management Committee (PMT)
 Public Schools District Supervisors
 School Heads
 Teaching and Non-Teaching Personnel

**INTERIM RATEE-RATER APPROVING AUTHORITY MATRIX FOR
 ALL SCHOOL-BASED PERSONNEL FOR SY 2024-2025
 AND SY 2025-2026**

1. With the conclusion of the CY 2024 and SY 2024-2025 performance cycles and in preparation for the performance planning phase for CY 2025 and SY 2025-2026, the Department of Education issued Memorandum DM-OUHROD-2025-0922 dated April 10, 2025, entitled "Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES).
2. As stated in the memo issued, the Interim Ratee-Rater Approving Authority Matrix for all School-Based Personnel is as follows:

	RATEE	RATER	APPROVING AUTHORITY
1	School Head/ Principal/ OIC/ TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Assistant School Head	School Head	Assistant Schools Division Superintendent
3	Department Head	School Head	Assistant Schools Division Superintendent
4	Master Teacher (Elementary/ JHS/ SHS)	School Head	Assistant Schools Division Superintendent
5	Teacher (Elementary)	Master Teacher	School Head
6	Teacher with no Master Teacher (Elementary)	School Head	Assistant Schools Division Superintendent
7	Teacher (JHS)	Master Teacher/ Department Head	School Head



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8	Teacher with No Master Teacher/ Department Head (<i>JHS</i>)	School Head	Assistant Schools Division Superintendent
9	Teacher (<i>SHS</i>)	Master Teacher/ Assistant School Head	School Head
10	Teacher with no Master Teacher/ Assistant School Head (<i>SHS</i>)	School Head	Assistant Schools Division Superintendent
11	ALS Teacher (<i>School-based</i>)	Master Teacher/ Department Head	School Head
12	ALS Teacher (<i>Community Learning Center</i>)	Functional Division Chief for CID	Assistant Schools Division Superintendent
13	School-based Non-Teaching Staff (<i>Administrative and Finance function, such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer I</i>)	School Head	Assistant Schools Division Superintendent

- In addition, if there is no applicable rater or approving authority in schools, the rater and the approving authority shall be adjusted accordingly so that the next higher official shall perform such function.
- For school-based personnel who do not serve as heads of office (i.e., Head Teachers, Department Heads, and Non-Teaching Staff) but are performing administrative functions, shall accomplish their own Individual Performance Commitment Review Form (IPCRF), as follows:

Position	Forms/ Tool to be Used
Department Heads	IPCRF anchored on the OPCR of the School Head
Head Teacher <i>with teaching load and administrative functions</i>	IPCRF anchored on the OPCR of the School Head, capturing the expected administrative tasks and objectives in the PMES for Highly Teacher Tools
Head Teacher <i>without teaching load</i>	IPCRF anchored on the OPCR of the School Head
School-Based Non-Teaching Staff	IPCRF

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5. Immediate and wide dissemination of this memorandum is highly desired.


LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: None
References: as stated
To be indicated in the Perpetual Index
Under the following subjects:

PERFORMANCE EVALUATION

SGOD/upg
04/23/2025