



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
DIVISION OF CATBALOGAN CITY



DIVISION MEMORANDUM

No. 308 s. 2018

DATE: September 3, 2018

TO: **ALL DIVISION PERSONNEL
DISTRICT SUPERVISORS**

FROM: 
CRISTITO A. ECO, CESO VI
Schools Division Superintendent

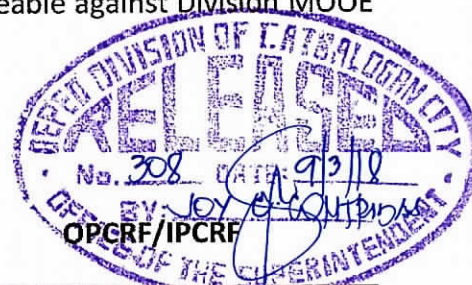
DIVISION MID-YEAR PERFORMANCE REVIEW 2018

1. With reference to Annex D of D.O. #2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education), the Mid-Year Review (RPMS Phases II) for Non School-based personnel will be conducted on July.
2. Thus, all division personnel and public schools district supervisors are hereby directed to bring the approved IPCRF/OPCRF (one which was agreed upon between the Rater and the Ratee during the Performance Planning and Commitment Stage) with the corresponding documents to support claim of rating per KRA/Objective on **September 6-9, 2018** for mid-year review to be done by the respective rater.
3. Participants are expected to bring the supporting documents, reports or any output as proofs of actual performance. In the absence of said bases or proofs, a particular tasks shall be rated and shall be disregarded.
4. Considering that September 8-9, 2018 are weekends, this Office authorizes the granting of Compensatory Overtime Credits (COC) to all participants of this activity pursuant to par. 5.3, letter k of Joint Circular No. 2 of the Civil Service Commission (CS) and the Department of Budget and Management (DBM) dated October 4, 2014.
5. Venue will be communicated in due time.
6. All expenses incurred in the conduct of this activity shall be chargeable against Division MOOE funds.
7. Please be guided accordingly.

To be indicated in the perpetual index under following subjects:

PERFORMANCE REVIEW

MID-YEAR



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