



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ

September 29, 2021

DIVISION MEMORANDUM

No. **200**, s. 2021

**PREPARATION FOR AND PRE-EVALUATION CONFERENCE ON THE
PERFORMANCE RATING OF DIVISION OFFICE BASED PERSONNEL UNDER THE
RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) FOR
YEAR 2021**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors (CES) – CID and SGOD
Education Program Supervisors (EPS)
Public School District Supervisors (PSDS)
Section and Unit Heads (S/UH)
Members of the Division Performance Management Team (PMT)
All Others Concerned

1. This is to inform all Division Office proper personnel on the conduct of pre-evaluation conference on performance rating of division office based personnel under the RPMS for the rating period year 2021.
2. Here is the schedule of activities:

Activity	Persons Involved	Date	Remarks/Venue
Preparation of OPCRf and IPCRF for 2021 (KRAs, Objectives, Performance Indicators, all Parts I, II, III, IV)	CES, EPS, PSDS, S/UH, All other division office based personnel down to the lowest rank	October 1-15, 2021	Respective division, unit, section, under the overall supervision of the ff.: ASDS for OSDS personnel, CESs for CID and SGOD, and AO-HR for Admin personnel and Staff



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
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Pre-rating Conference	All CID personnel and all PMT	October 19, 2021, 8 am – 5 pm	Multi-Purpose Hall and via MS Teams
Pre-rating Conference	All SGOD Personnel and all PMT	October 21, 2021, 8 am-5 pm	Multi-Purpose Hall and via MS Teams
Pre-rating Conference	All OSDS Personnel and all PMT	October 22, 2021	Multi-Purpose Hall and via MS Teams

3. Expenses incurred relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this memorandum is highly enjoined.


SALVADOR O. OCHAVO, JR. EdD, CESO V
 Schools Division Superintendent

OCT 01 2021

Enclosure: None

Reference: DO 2, s. 2015

To be indicated in the Perpetual Index under the following subjects:

CONFERENCES EVALUATION PERFORMANCE



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