



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

July 26, 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 297, s. 2023

**PERFORMANCE REVIEW AND EVALUATION OF SCHOOLHEADS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. Pursuant to CSC Memorandum Circular No. 06, s. 2012 and DepEd Order No. 02, s. 2015, the Schools Division Office will conduct performance review and evaluation, provision of technical assistance and performance planning and commitment of all public elementary and secondary schoolheads for School Year 2023-2024 on August 08-10, 2023.
2. This activity aims to evaluate individual schoolheads, link their performance with organizational performance and ensure strategic alignment of the office thrusts and day-to-day operations of schools and individual teaching and nonteaching personnel.
3. The performance review and evaluation/validation shall be done by the Performance Management (PMT) Sub-teams in schools. Schoolheads will present their self-rated OPCRFS, individual SMEA reports, other means of verification and proposed development plans and 2024 OPCRFS.
4. The results of initial evaluation by the sub-teams shall be deliberated by the PMT and the final evaluation results shall then be presented to the schoolheads on August 10, 2023 at the SDO Conference Hall.
5. Enclosure No. 1 is the MEA Template, Enclosure No. 2 contains composition of performance management team and sub-teams and Enclosure No. 3 is the schedule of performance review and evaluation.
6. Immediate and wide dissemination of the content of this Memorandum is desired.

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SCIENCE CITY OF MUÑOZ  
**RECEIVED**  
JUL 27 2023  
by:

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent ✓

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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 of Schools Division Memorandum No. 207, s. 2023

**COMPOSITION OF THE PERFORMANCE MANAGEMENT TEAM**

Chairperson – Erleo T. Villaros PhD, OIC ASDS

Members – Larry B. Espirity PhD, CES  
Bernardo A. Gargabite EdD, CES  
Winnie W. Poli, EPS  
Fhriessy Cruz S. Bermuda II, Administrative Officer V  
Jomel V. Mangawang, Accountant III

Secretariat

Head – Stella Marie C. Dumale, Administrative Officer IV

Member – Kimberly Joan N. Tadeo, Administrative Officer II

**PMT SUB-TEAMS**

PMT Sub-team A

Leader – Erleo T. Villaros PhD, OIC ASDS

Members – Mercedita S. Saldero, EPS  
Zoraida F. Espino, EPS  
Novalyn Rodolfo, EPS  
Aileen Mactal, EPS  
Jomel V. Mangawang, Accountant III

PMT Sub-team B

Leader – Larry B. Espirity PhD, CES

Members – Mary Queen P. Orpilla, EPS  
Winnie W. Poli, EPS  
Melody E. Galingan, EPS  
Rodolfo A. Dizon, EPS  
Fhriessy Cruz S. Bermuda II, AO V  
Cyril S. Talusan, SEPS

PMT Sub-team C

Leader – Bernardo A. Gargabite EdD, CES

Members – Nelie D. Sacman, EPS  
Augusto A. Mateo, EPS  
Angel M. Burayag, EPS  
Lamberto P. Corpuz, SEPS  
Joel G. Dizon, EPS II





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Enclosure No. 3 of Schools Division Memorandum No. \_\_\_\_\_, s. 2023

**SCHEDULE OF REVIEW, EVALUATION/VALIDATION AND PROVISION OF  
 TECHNICAL ASSISTANCE**

<b>Date/Cluster</b>	<b>Activities</b>	<b>Venue</b>	<b>PMT Sub-team In-charge</b>
<b>Day 1: August 08, 2023</b>			
East Cluster	Performance Review, Evaluation/Validation & Provision of TA	Schools	PMT Sub-team A
North Cluster			PMT Sub-team B
South Cluster			PMT Sub-team C
<b>Day 2: August 09, 2023</b>			
Secondary	Performance Review, Evaluation/Validation & Provision of TA	Schools	PMT Sub-team A
West Cluster			PMT Sub-teams B & C
<b>Day 3: August 10, 2023</b>			
	• Final Deliberation	SDO Conference Hall	PMT & Sub-teams
All Schoolheads (1:00 – 5:00 pm)	• Presentation of Final Evaluation Results • Performance Planning, Performance Commitment and Signing	SDO Conference Hall	PMT & Sub-teams

