



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 Dec 2023

DIVISION MEMORANDUM

No. 686 s. 2023

YEAR- END PERFORMANCE REVIEW AND RATING

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to **DepEd Order No.2 s. 2015**, titled **"Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education"**, the City Schools Division of the City of Tayabas will conduct the Year- End Performance Review and Rating on December 19 – 20, 2023 at Puente De Alitao Hall, Schools Division Office of City of Tayabas, Brgy. Potol Tayabas City.
2. The activity aims to review the Individual/Office Performance of individual and rating of respective OPCRFS/IPCRFS.
3. Attached are Enclosure 1: Program of Activities, Enclosure 2: List of Participants and Enclosure 3: Template for Reporting.
4. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: RA 9155 s. 2001
To be indicated in the Perpetual Index
Under the following subjects:

YEAR- END REVIEW AND PERFORMANCE RATING

SGOD – year – end review and performance rating
None/December 18, 2023

Enclosure 1: Program of Activities

**Year- End Performance Review and Rating
Puente De Alitao Hall
December 19, 2023**

Time	Topic	Persons Involved
8:00 a.m. – 8:30 a.m.	Opening Program - National Anthem - Prayer - CALABARZON - Tayabas March - Quality Policy - Roll Call of Participants - Welcome Message	AVP MARIFE R. LAGAR Planning Officer III ANTONIO P. FAUSTINO JR. OIC – Assistant Schools Division Superintendent
8:30 a.m. – 9:30 a.m.	Review Proper - Accounting - Budget - Cash	-Agnes M. Luzadas -Marilou C. Cuaterno -Frances Thea T. Javal -Ma. Angelica T. Villalba -Charlene R. Rago -Benjamin A. Millares -Natalio A. Panganiban Jr. -Johanne Mae J. Razon -Dianah G. Tan -Aeryll Z. Saberola
9:30 a.m. – 9:45 a.m.	HEALTH BREAK	
9:45 a.m. – 12:00 noon	Review Proper - Personnel - Supply Office - Records Office	-Josefina R. Oabel -Kathleen J. Dazo -Laura Vida A. Gob -Grasiela L. Hernandez -Jobelle L. Maningas -Jennelyn M. Mirandilla -Earl Bryan P. Sabio -Leslie T. Valdeavilla -Proculo P. Nadres -Joyce Anne P. Limbo -Eldwin R. Saberola -Jeanette M. Buera -Mark Bryan F. Valencia

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	- ICT - Administrative Office	-Conrado C. Gabarda -Nathaniel G. Balbarosa -Ma. Theresa P. Eslacin -Carmelo S. Salazar Jr.
12:00 noon – 1:00 p.m.	LUNCHBREAK	
1:00 p.m. – 3:00 p.m.	- School Health - SGOD - CID - OASDS	- Cris John Supetran - Imelda C. Raymundo - Edwin R. Rodriguez - Antonio P. Faustino Jr.
3:00 p.m. = 3:15 p.m.	HEALTH BREAK	
3:15 p.m. – 5:00 p.m.	Review Proper -SGOD Personnel	- Ferex O. Zafranco - Nicolé May R. Lagar - Ariel C. Cabuyao - Dr. Jean Rose B. Rabano - Joan Kathleen M. Talabong - Engr. Jaypee A. Escobar

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MILA ROSA B. PABULARCON
Master of Ceremony



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 Website: <https://depedtayabas.ph>

Year- End Performance Review and Rating
Puente De Alitao Hall
December 20, 2023

Time	Topic	Persons Involved
8:00 a.m. – 8:30 a.m.	Opening Program - National Anthem - Prayer - CALABARZON - Tayabas March - Quality Policy - Roll Call of Participants - Welcome Message	AVP MARIFE R. LAGAR Planning Officer III ANTONIO P. FAUSTINO JR. OIC – Assistant Schools Division Superintendent
8:30 a.m. – 9:30 a.m.	Review Proper SGOD Medical Personnel	- Dra. Jane P. Talavera - Lailani T. Omlas - Mariles F. Contreras - Alelie A. Padillo
9:30 a.m. – 9:45 a.m.	HEALTH BREAK	
9:45 a.m. – 12:00 noon	Review Proper SGOD Personnel	- Marife R. Lagar - Luzviminda E. Saludaes - Montano L. Agudilla Jr. - Maria Corazon A. Borbon
12:00 noon – 1:00 p.m.	LUNCHBREAK	
1:00 p.m. – 3:00 p.m.	Review Proper - CID Personnel	- Joseph Jay U. Aureada - Christian J. Bables - Richelle F. Quintero - Jerome A. Chavez - Louie L. Fulleo - Sherwin C. Quesea
3:00 p.m. – 3:15 p.m.	HEALTH BREAK	
3:15 p.m. – 5:00 p.m.	Review Proper - CID Personnel	- Michael Leonard D. Lubiano - Midred Z. Galleno - Teofila A. Ocumin - Generosa F. Zubieta - Ermelo A. Escobinas - Edna E. Eclavea

MILA ROSA B. PABULARCON
 Master of Ceremony

Enclosure 2: List of Participants

No.	Office	Name	Designation
1.	OSDS	Celedonio B. Balderas Jr.	Schools Division Superintendent
2.	OASDS	Antonio P. Faustino Jr.	OIC – Assistant Schools Division Superintendent
3.	CID	Edwin R. Rodriguez	Chief Education Supervisor – CID
4.	SGOD	Imelda C. Raymundo	Chief Education Supervisor – SGOD
5.	OSDS	Conrado C. Gabarda	Administrative Officer V
6.	CID	Dr. Joseph Jay U. Aureada	Education Program Supervisor
7.	CID	Dr. Christian J. Bables	Education Program Supervisor
8.	OSDS	Nathaniel G. Balbarosa	ADAS III/ Secretariat
9.	SGOD	Maria Corazon A. Borbon	Education Program Supervisor
10.	OSDS	Jeanette M. Buera	Records Officer
11.	CID	Dr. Jerome A. Chavez	Education Program Supervisor
12.	SGOD	Ariel C. Cabuyao	Project Development Officer II
13.	CID	Edna E. Eclavea	Librarian
14.	NPES	Louie M. Datario	ADAS III / Secretariat
15.	SGOD	Jaypee A. Escobar	Senior Technical Assistant I
16.	CID	Ermelo A. Escobinas	Project Development Officer II
17.	CID	Louie L. Fulleo	Education Program Supervisor
18.	CID	Mildred Z. Galleno	Education Program Supervisor
19.	SGOD	Marife R. Lagar	Planning Officer III
20.	SGOD	Nicole May R. Lagar	Project Development Officer I
21.	OSDS	Agnes M. Luzadas	Accountant III
22.	OSDS	Joyce Ann P. Limbo	Supply Officer
23.	OSDS	Benjamin A. Millares	Budget Officer III
24.	OSDS	Josefina R. Oabel	Human Resource Management Officer II
25.	CID	Teofila A. Ocumin	Education Program Specialist II
26.	CID	Sherwin C. Quesea	Education Program Supervisor
27.	CID	Richelle F. Quintero	Education Program Supervisor
28.	SGOD	Dr. Jean Rose B. Rabano	Education Program Specialist II
29.	SGOD	Dr. Luzviminda E. Saldares	Senior Education Program Specialist
30.	SGOD	Cris JohnV. Supetran	Medical Officer III
31.	SGOD	Joan Kathleen M. Talabong	Education Program Specialist II
32.	OSDS	Dianah G. Tan	Cashier III
33.	SGOD	Ferex O. Zafranco	Administrative Officer II
34.	OSDS	Mark Bryan F. Valencia	ITO
35.	CID	Generosa F. Zubieta	Education Program Supervisor
36.	ICT	Jerome A. Javin	Data Analyst

Enclosure 3: Reporting Template

Retrieve at

https://drive.google.com/drive/folders/1098DhyL3Wz7kxi_qs2QZ3xaEEoDm5ODU?usp=sharing

1.



**IPCRF REVIEW and
CALIBRATION**

Ratee

2.



KRA 1:
Objective 1:

TARGET	ACTUAL ACCOMPLISHMENT	RATING

3.



Pictures of MOVs for Objective 1

4.



**Thank
You!**