



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

09 Jul 2025

DIVISION MEMORANDUM

No. **102** , s. 2025

**SUBMISSION OF YEAR-END PERFORMANCE EVALUATION OUTPUTS
FOR SY 2024-2025 OF SCHOOL-BASED PERSONNEL**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary & Secondary School Heads
This Division

1. The Administrative Services Section – Personnel Unit enjoins all school-based personnel to submit the following year-end performance evaluation outputs for school year 2024-2025:

a. For teaching and non-teaching personnel

Performance Year-End Evaluation Outputs		
Hard Copy	Scanned Copy for Uploading	Remarks
1. Duly accomplished and approved IPCRF (Parts I-IV) 2. Duly accomplished Performance Monitoring and Coaching Form 3. Duly accomplished Calibration Form, if applicable	1. Duly accomplished and approved IPCRF (Parts I-IV) 2. Duly accomplished Journal of Accomplishments 3. Duly accomplished Performance Monitoring and Coaching Form 4. Duly accomplished Calibration form, if applicable	1. The hard copies of the year-end performance evaluation outputs of teaching and non-teaching personnel must be compiled in one folder with Year End Performance Evaluation Outputs SY 2024-2025 reflected in the cover page with school and district 2. Submit the required documents to the Personnel Unit.

2. The submission of year-end performance outputs for SY 2024-2025 of school heads will be announced in a separate memorandum.



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- The deadline for uploading and submission of year-end performance evaluation outputs of Teachers/Non-Teaching Personnel shall be on **July 25, 2025**. The scanned copy of the required outputs shall be uploaded at: bit.ly/PERFORMANCEOUTPUTSUPLOADING.
- Below is the interim Ratee-Rater-Approving Authority Matrix for all school-based personnel based on DM-OUHROD-2024-0922 titled **Additional Guidance on the Implementation of Performance Management System (PMES)**:

	RATEE	RATER	APPROVING AUTHORITY
1	School Head/Principal/OIC/TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Assistant School Principal	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
8	Teacher with no Master Teacher/Department Head (JHS)	School Head	Assistant Schools Division Superintendent
9	Teacher (SHS)	Master Teacher/Assistant School Head	School Head
10	Teacher with no Master Teacher/Assistant School Head (SHS)	School Head	Assistant Schools Division Superintendent
11	ALS Teacher (School-based)	Master Teacher/Department Head	School Head
12	ALS Teacher (Community Learning Center)	Functional Division Chief for CID	Assistant Schools Division Superintendent
13	School-based Non-Teaching Staff (Administrative and Finance function such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer I)	School Head	Assistant Schools Division Superintendent

Note: In case 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.

- The use of electronic signature is prohibited.** The School Performance Management Team (SMPT) shall check the completeness and the authenticity and veracity of documents before these shall be uploaded and submitted. The SPMT shall also monitor the submission of the required outputs of their respective teaching and non-teaching personnel.



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6. For inquiries contact, contact Mr. Roel D. Balbareno at 09773941073.
7. Widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

FORMS
REPORTS

RDB/OSDS/DM – submission of year-end performance evaluation outputs
for sy 2024-2025 of school-based personnel
0586/July 08, 2025