



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

30 Jul 2025

**DIVISION MEMORANDUM**

No. **119** , s. 2025

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

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

1. In relation 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, all Schools Heads are directed to submit their year-end performance evaluation outputs for school year 2024-2025.
2. The following are the year-end performance evaluation outputs that shall be submitted:

Personnel	Performance Year-End Evaluation Outputs		Remarks
	Hard Copy	Scanned Copy for Uploading	
<b>School Heads</b>	1.Duly accomplished and approved OPCRf (Parts I-IV)  2.Sumary/Consolidated ratings of teaching and non-teaching personnel.	1. Approved OPCRf 2024-2025  2. Duly accomplished Journal of Accomplishments  3. Duly accomplished Performance Monitoring and Coaching and Form  4. Approved recalibrated	1.Submission of the compiled year-end performance evaluation outputs shall <b>start from August 1 ,2025 to August 15,2025</b> at the ASDS office.  2.Checking of MOVs, signing and approving of year end out puts shall start from <b>August 18-29,2025</b>  3. Submission of final output (soft and hard copies)



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

		KRAs and Objectives  5. Minutes of the conduct of year-end performance evaluation with pictures/MOVs (QMS Template)  6. Attendance of the conduct of year-end performance evaluation of teaching and non-teaching personnel (QMS Template)	signed by rater and approving authority is on <b>September 12,2025</b> .  4.Hard Copies shall be submitted to the Personnel Unit.
--	--	--	---

2. The scanned copy of the required outputs shall be uploaded at: [bit.ly/PERFORMANCEOUTPUTSUPLOADING](http://bit.ly/PERFORMANCEOUTPUTSUPLOADING).
3. **The use of electronic signature is prohibited.**
4. For inquiries contact, contact Mr. Roel D. Balbareno at 09773941073.
5. Widest dissemination of this Memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

FORMS

JBA/CID/DM – submission of year-end performance evaluation outputs of school heads for sy 2024-2025  
0682/July 30, 2025



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone No.:** (083) 508-2039  
**Website:** [www.depedsarangani.com](http://www.depedsarangani.com)  
**Email Address:** [sarangani@deped.gov.ph](mailto:sarangani@deped.gov.ph)