



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

DEPARTMENT OF EDUCATION  
RECORDS SECTION, DIVISION OF SARANGANI

**RELEASED**  
AUGUST 1, 2023 10:52AM  
BY: \_\_\_\_\_

**31 July 2023**

**DIVISION MEMORANDUM**

No. **106** , s. 2023

**SUBMISSION OF YEAR-END PERFORMANCE EVALUATION OUTPUTS  
FOR SY 2022-2023 OF SCHOOL-BASED PERSONNEL**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary Schoolheads

1. The Administrative Services Section – Personnel Unit enjoins all school-based personnel to submit the following year-end performance evaluation outputs for school year 2022-2023:

**a. For teaching and non-teaching personnel**

<b>Year-End Performance Evaluation Outputs</b>		
<b>Hard Copy for Submission</b>	<b>Scanned Copy for Uploading</b>	<b>Remarks</b>
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 <b>Year-End Performance Evaluation Outputs SY 2022-2023</b> reflected in the cover page with school and district  2. Submit the required documents at Personnel Unit

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**b. For Schoolheads**

Year-End Performance Evaluation Outputs		
Hard Copy for Submission	Scanned Copy for Uploading	Remarks
1. Duly accomplished and approved OPCRf (Parts I-IV)  2. Summary/ Consolidated ratings of teaching and non-teaching personnel	1. Approved OPCRf for SY 2022-2023  2. Duly accomplished Journal of Accomplishments  3. Duly accomplished Performance Monitoring and Coaching and Form  4. Approved recalibrated KRAs and Objectives  5. Minutes of the conduct of year-end performance evaluation with pictures/MOVs (QMS Template)  6. Attendance sheet during the year-end performance evaluation of teaching and non-teaching personnel (QMS Template)	1. The preparation of year-end performance evaluation outputs shall <b>start on July 24, 2023 until August 11, 2023</b>  2. Submission and one-on-one discussion with the Assistant Schools Division Superintendent shall be on <b>August 14-25, 2023</b>  3. Submission of final output for signature of rater and approving authority is on <b>August 28-30, 2023</b>  4. Hard copies shall be submitted to the Personnel Unit





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2. The deadline for uploading and submission of year-end performance review and evaluation outputs of Teachers/Non-Teaching Personnel shall be on **August 15, 2023**. While for School Heads, the deadline for submission is on **August 30, 2023**. The scanned copy of the required outputs shall be uploaded at <http://bit.ly/LinkofOPCRFIPCRFUploadingSY20222023>.
3. **The use of electronic signatures 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.
4. For inquiries, contact Mr. Roel D. Balbareno at 09464061747.
5. Widest dissemination of and strict compliance with this Memorandum is directed.

  
**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  
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