



December 3, 2012

DIVISION MEMORANDUM
 No. 181 s. 2012

TO : Promotional Staff
 Non-teaching Permanent Employees in the Division/Districts/Schools
 City-paid Administrative Aides in the Division/Districts/Schools

RE : Submission of Performance Appraisal/Evaluation Rating (July to December 2012) and Target (January to June 2013)

1. For Promotional Staff and Non-teaching Permanent Employees

Documents	Period	Deadline
1) Individual Work Plan with actual accomplishment 2) PAS Rating <i>Note: To be submitted in four (4) copies</i>	July to Dec 2012	On or before January 10, 2013, conferred by immediate supervisor/rater (if applicable), recommending approval by the AO, consolidation of the HR & Staff Development Section, and forward to the SDS for approval
Individual Work Plan <i>Note: To be submitted in four (4) copies</i>	January to June 2013	On or before January 10, 2013 for signature of the AO, consolidation of the HR & Staff Development Section, and forward to the SDS for signature


Further, the HR and Staff Development Section is directed to prepare the summary/checklist of all Individual Work Plan and PAS rating forwarded to the SDS for information and guidance. Approved copies of the Individual Work Plan and PAS Rating (July to December 2012) and PAS Target (January to June 2013) shall be filed by the Records Section.

2. For City paid-Administrative Aides

Documents	Period	Deadline
PES Rating <i>Note: To be submitted in four (4) copies</i>	July to Dec 2012	On or before January 10, 2013, signed by the rater/immediate supervisor, consolidation of the HR & Staff Development, and forward to the SDS Office for signature.
PES Target	January to June 2013	On or before January 10, 2013, signed by the rater/immediate supervisor, consolidation of the HR & Staff Development Section, and signature of the PERC Chairman

The HR and Staff Development Section shall prepare summary/checklist of all PES forwarded to the SDS for information and guidance. The Records Section shall keep one (1) copy of the Approved Individual PES Rating.

For strict compliance.


 EDILBERTO L. OPLENARIA
 Schools Division Superintendent