



DEPARTMENT OF EDUCATION

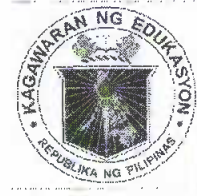
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



December 19, 2013 219

Deped-MALAYBALAY CITY DIVISION

RELEASED

DIVISION MEMORANDUM

No. 160, s. 2013

Date: 12-23-13 Time: 2:18 PM
By: JOVELYN

Submission of Performance Appraisal System Rating and Accomplished Individual Work Plan (IWP) for the rating period July to December 2013 and IWP for the next rating period January to June 2014

TO : Promotional Staff
Public Schools District Supervisors
Non-teaching Permanent Employees in the Division/Districts/Schools
All Mobile Teachers
Division Performance Review and Evaluation Committee

1. You are hereby directed to submit your Performance Appraisal System (PAS) Rating and accomplished Individual Work Plan (IWP) for the rating period July to December 2013 and IWP for the next rating period January to June 2014.

Documents for submission	Period	Deadline
1) Accomplished IWP 2) PAS Rating as conferred by the immediate supervisor/rater (if applicable); - For review of the Division Performance Review and Evaluation Committee (DPREC) and recommending approval of the DPREC Chairman; and, - For approval of the Schools Division Superintendent <i>Note: To be submitted in triplicate copies for the Records Section file, DPREC file, and Personal file of employees.</i>	July to December 2013	On or before January 15, 2014
IWP - For review of the DPREC and recommending approval of the DPREC Chairman; and, - For approval of the Schools Division Superintendent <i>Note: To be submitted in triplicate copies for the Records Section file, DPREC file, and Personal file of employees.</i>	January to June 2014	On or before January 15, 2014



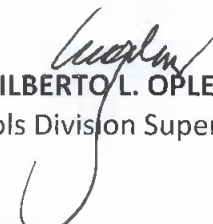
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2. Further, the DPREC shall review the PAS Rating and IWPs of the afore-cited employees as this will serve as one of the basis in the granting of the Performance-Based Bonus, among others.
3. For strict compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Copy furnished:
Records Section

TO POSTED IN THE WEBSITE