



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay
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July 17, 2013

178
 Deped-MALAYBALAY CITY DIVISION
RELEASED

DIVISION MEMORANDUM
 No. 178 s. 2013

Date: 7/17/13 Time: 2:54PM
 By: [Signature]


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

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

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

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; - For consolidation and preparation of the Summary of PAS rating by the HR & Staff Development Section; 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 2013	On or before July 26, 2013
IWP - For review of the DPREC and recommending approval of the DPREC Chairman; - For consolidation and preparation of the summary of IWP by the HR & Staff Development Section; 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 July 26, 2013

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 as embodied in DepEd Order No. 12, s. 2012 *re Guidelines on the Granting of PBB for the Department of Education Employees and Officials.*
3. For strict compliance.


PARISOL ORONG
 Secondary School Principal IV, BNHS/
 Officer-In-Charge
 Office of the Schools Division Superintendent

Copy furnished:
 Records Section
 HR & Staff Development Section
 DPREC Chairman-Leticia N. Palle

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