



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

Dm 2022 - 03 - 134  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: MAR 19 2022 TIME: 2:14 pm  
BY: \_\_\_\_\_

**DIVISION MEMORANDUM**  
No. 134, s. 2022

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

From: **VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent

Date: March 9, 2022

Subject: **SCHOOL HEADS' PERFORMANCE MONITORING AND COACHING  
FOR THE SCHOOL YEAR 2021-2022**

1. Pursuant to DepEd Order no. 2 s. 2015 re: Guidelines on the establishment and implementation of results-based performance management system (RPMS) in the Department of Education, this Office through the Planning and Research Section of the School Governance and Operations Division will conduct the **School Heads' Performance Monitoring and Coaching** on the following schedule at the venue to be announce in the school heads' chat group.

Date	Time	District
March 17, 2022	8:00-12:00 AM	I, II, III
	1:00-5:00 PM	IV, V, VI
March 18, 2022	8:00-12:00 AM	VII, VIII
	1:00-5:00 PM	IX, X

2. School heads, public schools district supervisors, and performance management team are required to attend the activity. Performance management team are required to attend during pre-work activity on March 14, 2022 at Malaybalay City Division Multipurpose Hall after the convocation program.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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3. Meals, snacks and any allowable expenses maybe charged to local funds subject to availability of funds and must be disbursed in accordance to existing laws and regulations.
  
4. Enclosed is the mechanics of the activity. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.

Copy furnished:  
Records Unit  
Planning and Research



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**SCHOOL HEADS' PERFORMANCE MONITORING AND COACHING  
FOR THE SCHOOL YEAR 2021-2022**

**MECHANICS OF THE ACTIVITY**

1. School Heads shall prepare a 5 minute presentation on the accomplishment vs. targets as agreed during the performance planning and commitment, issues and concerns.
2. The rater and the ratee should track and record significant incidents through the use of the Performance Monitoring and Coaching Form (PMCF) shown in Annex J in DepEd Order No. 2 s. 2015. Significant incidents are actual events and behaviors in which both positive and negative performances are observed and documented.
3. The rater, as the coach or mentor of the ratee, playing a critical role in the performance monitoring and coaching, shall provide an enabling environment and intervention to improve the office performance and to manage and develop individual potentials.
4. The PMCF shall capture the significant incidents. It shall provide a record of demonstrated behaviors, competencies and performance, and shall be an effective substitute in the absence of quantifiable data. The rater and the ratee shall sign each significant incident recorded in the PMCF to ensure that agreement has been reached.



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