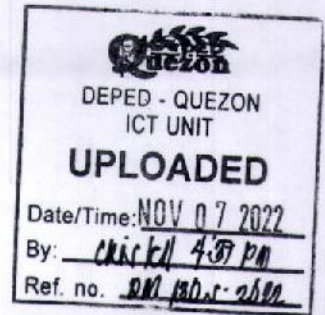




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 130, s. 2022

02 November 2022

MONITORING OF PERFORMANCE MANAGEMENT DOCUMENTS

To : Assitant Schools Division Superintendents
 Division Chiefs
 Section and Unit Heads
 PMIS Core Team Members
 All others concerned

To ensure that Performance Management (PM) documents are in place, this Office thru the Division PM Team Members will conduct Monitoring of Performance Management Documents per Section/Office anytime on November 14-18, 2022.

The PMT members to monitor will be composed of the following:

PMT	CID	OSDS	SGOD
Team Leader	Gregorio T. Mueco	Herbert D. Perez	Gregorio A. Co Jr.
Member/s	Lorena S. Walangsumbat	Maria Dolores C. Atienza	Elizabeth M. De Villa
		Edmundo Marin Jr.	Marbin Jeramil D. Fragata
Secretariat/ Documenter	Wennie O. Gaela	Rodelio Esmerna Jr.	Maila Morota

Functional Divisions and Section Heads are advised to file properly all the PM documents (scanned and hardcopy) following the checklist of documents as attached.

Strict compliance with this Memorandum is desired.

[Signature]

ELIAS A. ALICAYA JR., EdD
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Parmjdf11/02/2022

DEPEDQUEZON-TM-SDS-04-010-005



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PM Document Checklist

Division/Section: _____

Documents	Hardcopies	Scanned Copy
Performance Planning		
2019		
1. OPCRF/IPCRF without score		
2. Minutes of Meeting		
2020		
1. OPCRF/IPCRF without score		
2. Minutes of Meeting		
2021		
1. OPCRF/IPCRF without score		
2. Minutes of Meeting		
2022		
1. OPCRF/IPCRF without score (New Template)		
2. Minutes of Meeting		
Performance Coaching and Monitoring		
2019		
1. PM Monitoring Tool		
2. Coaching Form		
2020		
1. PM Monitoring Tool		
2. Coaching Form		
2021		
1. PM Monitoring Tool		
2. Coaching Form		
2022		
1. Performance Monitoring and Coaching Form - PMCF (New Template)		
Performance Review and Evaluation		
2019		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
3. Summary of IPCRF Score with Date of Submission and Calibration		
2020		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
3. Summary of IPCRF Score with Date of Submission and Calibration		

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2021		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
3. Summary of IPCRF Score with Date of Submission and Calibration		
Performance Rewarding and Development Planning		
2019		
1. Individual Development Plan (Consolidated/ Summarized)		
2020		
1. Individual Development Plan (Consolidated/ Summarized)		
2021		
1. Individual Development Plan (Consolidated/ Summarized)		

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