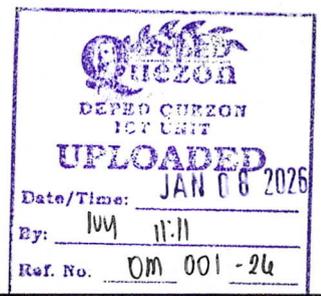




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OSDS-2026-____ 001 ____

07 January 2026

PERFORMANCE MANAGEMENT (PM) ACTIVITIES FOR CY 2026

To : Assistant Schools Division Superintendents
Division Chiefs
Section and Unit Heads
Division PMT Members
All others concerned

In line with the implementation of **DepEd Order No. 2, s. 2021**, the Performance Management Team (PMT) and all SDO personnel are hereby **advised to comply with the scheduled Performance Management (PM) activities** in the Division Office and in their respective units/sections, in accordance with the attached **Performance Management Activities Guide (Enclosure No. 1)** and **OPCRF MOVs per KRA and Objective (Enclosure No.2)**.

Functional Divisions and Unit/Section Heads are further directed to ensure the proper filing and safekeeping of all Performance Management documents, both in scanned and hard copy formats. All **outputs for each PM activity** shall be **scanned** and **uploaded** to the **designated online links** for proper documentation and reference.

Strict compliance with this Memorandum is hereby enjoined.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

pmtsop01/07/2026

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Enclosure No. 1 to OSDS-2026-_____001

PERFORMANCE MANAGEMENT ACTIVITIES GUIDE

TI MELINE	ACTIVITY	PERSON/S RESPONSIBLE	EXPECTED OUTPUT	LINK	FILE NAME	FILE TYPE
December 18, 2025 – January 30, 2026	Unit/Section Performance Planning	Chiefs, Unit/Section Heads, and Division Personnel	Approved Minutes of Meeting	http://tinyurl.com/PM-MINUTES-OF-MEETING	MINUTES_YEAR_DIVISION_SECTION_ACTIVITY_DATE Sample: MINUTES_2026 OSDS_RECORD S_PLANNING_JANUARY 12,2026	PDF
March 27, 2026	Performance Coaching and Mentoring	Chiefs, Unit/Section Heads, and	Duly Signed IPCRF for CY 2026	http://tinyurl.com/PM-IPCRF	IPCRF_DIVISION_SECTION_LAST_NAME_FIRST_NAME_MIDDLE_NAME <i>Not Applicable</i>	PDF
			Updated Table of MFO	https://tinyurl.com/TABLE-OF-MFO	<i>Not Applicable</i>	Google Sheet
			Updated Table of Success Indicators	https://tinyurl.com/TABLE-OF-SUCCESS-INDICATORS	<i>Not Applicable</i>	Google Sheet
			Duly Signed Performance Coaching	http://tinyurl.com/PM-PMCF	PMCF_YEAR_DIVISION_SECTION_NAME_LAST_NAME_FIRST_NAME_MIDDLE_NAME	PDF

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TI MELINE	ACTIVITY	PERSON/S RESPONSIBLE	EXPECTED OUTPUT	LINK	FILE NAME	FILE TYPE
June 36, 2026		Division Personnel	and Monitoring Form (PMCF)			
September 25, 2026						
December 11, 2026						
March 31, 2026	PM Monitoring	PMT	Updated Monitoring Tool	https://tinyurl.com/Monitoring-Tool-PMT	Not Applicable	Google Sheet
June 30, 2026						
September 30, 2026						
January 8, 2027						
July 15-31, 2026	Mid-Year Performance Review and Recalibration of IPCRF	Chiefs, Unit/Section Heads, and Division Personnel	Approved Minutes of Meeting	http://tinyurl.com/PM-MINUTES-OF-MEETING	MINUTES_YEAR_DIVISION_SECTION_ACTIVITY_DATE	PDF

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TI MELINE	ACTIVITY	PERSON/S RESPONSIBLE	EXPECTED OUTPUT	LINK	FILE NAME	FILE TYPE
July 20-24, 2026	Submission of Mid-Year OPCR MOVs (TM)	Chiefs, Unit/Section Heads, and Program Committee Coordinators	Duly signed Mid-Year OPCRF MOVs <i>Please see the attached file</i>	https://tinyurl.com/OPCRF-MOVs-TM	<i>Sample:</i> MINUTES_2026_OS DS_RECORD S_ MIDYEAR _JULY 15,2026 KRA 0 OBJECTIVE 0_MIDYEAR_MOV LETTER <i>Sample:</i> KRA 1 OJECTIVE 1_ MIDYEAR _MOV A	PDF
Every 1st Week of the following Month 2026	Monthly Individual Performance Monitoring (IPM)	Chiefs, Unit/Section Heads, and Division Personnel	Duly Signed IPM <i>Scanned in a single file per Unit/ Section</i>	https://tinyurl.com/Individual-PM	IPM_SECTION_DIVISION_YEAR	PDF
December 1 – 22, 2026	Year-End Review	Chiefs, Unit/Section Heads, and Division Personnel	Approved Minutes of Meeting	http://tinyurl.com/PM-MINUTES-OF-MEETING	MINUTES_YEAR_DIVISION_SECTION_ACTIVITY_DATE <i>Sample:</i> MINUTES_2026_OS DS_RECORD S_ YEAREND _DECEMBER 22,2026	PDF

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TI MELINE	ACTIVITY	PERSON/S RESPONSIBLE	EXPECTED OUTPUT	LINK	FILE NAME	FILE TYPE
			Consolidated Individual Development Plan per Unit/Section	http://tinyurl.com/PM- DEV-PLANS	DEVELOPMENT_PLAN_ YEAR_DIVISION_SECTION	PDF

Nothing Follows

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Enclosure No. 2 to OSDS-2026-_____ 001

OPCRF MOVS PER KRA AND OBJECTIVE

KRA	Objective	Outputs/MOVs	In-Charge
Curriculum Implementation	1. To ensure effective management and implementation of the curriculum in the SDO in compliance to quality standards	a. Report on schools that implemented and followed quality teaching and learning standards	CID
		b. Report on the curriculum support programs, projects, and activities implemented	CID
		c. Developed localized curricula per learning area	CID
		d. M&E results analysis utilized with policy recommendations to improve curriculum implementation	CID
Curriculum Implementation	2. To ensure effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes	a. Report on the schools and CLCs with improved learning assessment outcomes per learning area per quarter	CID
		b. Report on the number of schools and CLCs with improved learning assessment outcomes per learning area per quarter	CID
Curriculum Implementation	3. To manage the implementation of policies, guidelines, and standards,	a. Inventory of developed and/or contextualized learning resources	CID

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KRA	Objective	Outputs/MOVs	In-Charge
Support to school governance and operations	in the development and/or contextualization of learning resources 1. To establish a mechanism for effective implementation of PPAs in the SDO	b. Report on the number of schools and learning centers that can access and/or utilize learning resources a. Implementing guidelines on the implementation of PPAs with a report on SDO units, adapting the established mechanism b. Accomplished M&E tools for PAPs implementation c. Approved PIRPA Reports d. Copy of signed and approved DEDP	CID SGOD
Support to school governance and operations	2. To translate the National Education Development Plan and Regional Basic Education Plan (RBEP), and framework to operational plan that is aligned to the context and situation of the SDO	e. Approved OPCRF, DEDP/SIP/AIP f. Approved training proposals/resource package based on LDNA reports	SGOD - PAR SGOD - PAR
Support to school governance and operations	3. To provide strategic directions on support for school management and operations 4. To ensure the operationalization of the L&D Systems in the SDO.		

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KRA	Objective	Outputs/MOVs	In-Charge
SDO Management - Administrative	1. To properly and promptly provide personnel action and compensation.	g. Implemented programs on rewards and incentives for service excellence a. Report on the number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified (through Personnel Data System) b. Report on the number of personnel who are regularly and promptly provided with compensation (duly signed payrolls) c. Report on the users of e-feedback facility in all offices and results/listings of feedback gathered d. Report on the number of approved appointments and deployments, other PA evaluated and recommended personnel actions e. Report on the number of vacant items that are filled up (with increment)	SGOD - HRTD Admin - Personnel Admin - Personnel Admin Admin - Personnel Admin - Personnel
SDO Management - Administrative	2. To establish and maintain an updated, accurate, well-planned,	a. Printed and electronic copies of records	Admin - Records

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KRA	Objective	Outputs/MOVs	In-Charge
SDO Management - Administrative	and coordinated system for records management and general services.	b. Encoded data in a stand-alone computer junket to all systems c. Functional Records Management System e.g. document tracking system d. Data Information systems with the prescribed format and properly signed by authorized officials	Admin - Records Admin - Records Admin - Records
SDO Management - Administrative	3. To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd.	a. Updated Inventory of Division Assets b. Report on the schools and learning centers with updated inventory of supplies, materials, and equipment c. Report on the schools and learning centers provided with necessary supplies, materials, and equipment	Admin - Supply Admin - Supply Admin - Supply
SDO Management - Administrative	4. To ensure compliance with procurement laws/guidelines.	a. Approved documents compliant with the specifications: (PPMP, RFQ, NOA, Contract, and NTP) – one set per PPAs b. List of procurement transactions that are completely supported by the required procurement documents	Admin - Procurement Admin - Procurement

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KRA	Objective	Outputs/MOVs	In-Charge
SDO Management – Financial Management	1. To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools	a. Complete financial management records submitted and acknowledged by receiving GAS b. Budgetary and Financial Reports c. Financial Management Process Flow d. Report on financial issues and concerns e. Report on fund utilization submitted regularly f. Liquidation Reports of Schools and LCs g. Monitoring and Evaluation Reports h. Payroll/Disbursement Vouchers i. Financial Accountability Reports (FARs) j. Liquidation Reports of Schools and Learning Centers	Budget and Accounting Budget and Accounting Budget and Accounting Budget and Accounting Budget and Accounting Accounting Budget and Accounting Budget and Accounting Budget and Accounting
SDO Management – Legal Services	1. To provide legal advice and opinion to the SDS, ASDS, and other officials of the Division in relation to the performance of their functions	a. List/copy of legal advice/opinions/decisions provided	Legal
SDO Management – Legal Services	2. To evaluate complaints and conduct investigation on cases filed against non-teaching personnel	b. Reports on complaints acted upon c. Reports on investigations conducted	Legal Legal

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KRA	Objective	Outputs/MOVs	In-Charge
SDO Management – Legal Services	3. To draft actions/ endorsements on complaints and letters for the signature of the SDS in accordance with the provisions of the law and DepEd rules and regulations	d. Reports on endorsements made via-a-vis number of complaints received	Legal
SDO Management – Legal Services	4. To interpret laws and rules affecting the implementation of various Division programs	e. File of letters/ endorsements signed by the SDS	Legal
SDO Management – Legal Services	5. To prepare and review contracts, Memorandum of Agreements (MOA) and instruments to which the Division or any of its offices and schools is a party and interprets the provisions therein	f. Reports on documents interpreted vis-à-vis number of endorsements/referrals received	Legal
SDO Management – Legal Services	6. To conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO)	g. List of MOAs and legal instruments reviewed within the target date vs. incoming requests	Legal
SDO Management – Legal Services	7. To represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	h. Copy of signed/approved Memorandum of Agreements (MOAs)	Legal
SDO Management – Legal Services	8. To continuously improve the services of the Legal unit	i. List of investigations conducted versus number of complaints as delegated	Legal
		j. Reports or list of legal representation/appearances (if applicable)	Legal
		k. Report or list of E-Certifications validated and issued/released online	Legal
		l. Report on documents acted upon within the allowable time	Legal

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KRA	Objective	Outputs/MOVs	In-Charge
SDO Management – ICT Systems Management	1. To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations.	m. List of office processes introduced to improve legal services a. Approved Maintenance and Monitoring Plan b. M&E Reports	Legal ICT ICT
SDO Management – ICT Systems Management	2. To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems.	c. ICT plans and narrative reports signed d. List of or reports on school and earning resources and the LRMS	ICT CID-LRMDS/ICT
SDO Management – ICT Systems Management	3. To provide technical support in the management of Learning Resource Management System (LRMS)	e. Reports on the utilization of/access to learning resources and the LRMS	CID-LRMDS/ICT
SDO Management – ICT Systems Management	4. To coordinate with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs.	f. Report on all ICT related activities g. Accomplished requests for technical/repair assistance form	ICT ICT
Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiencies	a. Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures b. Operational document tracking system	Risk Management Team ICT

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KRA	Objective	Outputs/MOVs	In-Charge
<p>2. To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level MOVs: Synchronized Calendar of Activities</p> <p>3. To promote a culture of excellence, innovation and collaboration</p>	<p>4. To manage the timely and accurate release of information, and communication materials</p> <p>5. To conduct periodic monitoring and valuation of office/staff performance for the provision of relevant learning and development programs</p>	<p>a. SDO Calendar and Targets</p> <p>b. PIRPA Reports</p>	<p>Planning Team</p> <p>All Functional Divisions (OSDS, CID, SGOD)</p>
		<p>a. Documentation of recognition initiatives conducted</p>	<p>SGOD - HRTD</p>
		<p>b. CCSS rating received</p>	<p>Risk Management Team</p>
		<p>c. Customers' feedback report</p>	<p>Risk Management Team</p>
		<p>a. Copy of developed IEC Materials/FAQs</p>	<p>ICT/ DIO/ All Sections with IEC</p>
<p>a. IPCRF/OPCRF</p> <p>b. List of PPAs and the corresponding number of capacitated staff</p> <p>c. Reports on performance coaching conducted</p> <p>d. Training completion/terminal Reports</p> <p>e. Reports on the Performance Review conducted</p>	<p>Performance Management Team</p> <p>SGOD – HRTD/ smme in collaboration with All Section Heads</p> <p>Performance Management Team/ Section Heads</p> <p>SGOD – HRTD in collaboration with All Section Heads</p> <p>Performance Management Team/ Section Heads</p>	<p>a. IPCRF/OPCRF</p>	<p>Performance Management Team</p>
		<p>b. List of PPAs and the corresponding number of capacitated staff</p>	<p>SGOD – HRTD/ smme in collaboration with All Section Heads</p>
		<p>c. Reports on performance coaching conducted</p>	<p>Performance Management Team/ Section Heads</p>
		<p>d. Training completion/terminal Reports</p>	<p>SGOD – HRTD in collaboration with All Section Heads</p>
		<p>e. Reports on the Performance Review conducted</p>	<p>Performance Management Team/ Section Heads</p>

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