



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

UNNUMBERED MEMORANDUM

TO: OIC – Assistant Schools Division Superintendents
 Division Chiefs/ Section Heads
 All Others Concerned

FROM: **ELIAS A. ALICAYA JR., Ed. D.**
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

SUBJECT: **Conduct of Scheduled Performance Management Activities for 2021**

DATE : **January 7, 2021**

In view with the implementation of DepEd Order No 2, s. 2021, the Performance Management Team (PMT) and all SDO Personnel are advised to conduct the scheduled Performance Management activities in the Division Office and their respective sections/offices following the schedule below.

ACTIVITY	TIMELINE	PERSON/S RESPONSIBLE
Mid-Year Performance Review	July 5 – 16, 2021	PMT/ Section Heads
Consolidation of Coaching Forms and Minutes of Meeting	July 19 – 26, 2021	Section Heads
Completion of Monthly Individual Performance Monitoring	Every 1st Week of the Month 2021	Section Heads/ Division Personnel
Year End Review	December 6 – 19, 2021	PMT/ Section Heads
Submission and Approval of IPCRF/OPCRF, Developmental Plan and Minutes of the Meeting	December 27, 2021 – January 7, 2022	PMT/ Section Heads/ Top Management

All outputs in every activity are expected to be scanned and uploaded thru the following link below.

DEPED - QUEZON
ICT UNIT
U P L O A D E D

Date/Time: **January 11, 2021**
 By: **Cristell 5:30 PM**
 Ref. No.: **UM 004, S. 2021**

DEPEDQUEZON-TM-SDS-04-010-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph





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

OUTPUT	FILE NAME	LINK TO UPLOAD SCANNED FILE	FILE TYPE
OPCRF	OPCRF_YEAR_DIVISION	For SGOD and CID CHIEFS and SDS ONLY	
IPCRF	IPCRF_DIVISION_SECTION_LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMT- IPCRF	PDF File
Coaching Form	COACHING_YEAR_DIVISION_SECTION_ LAST NAME/S	https://tinyurl.com/PMT- COACHING	PDF File
Monitoring Tool	MONITORING_YEAR_DIVISION_SECTION_ LAST NAME_FIRST NAME_MIDDLE NAME	https://tinyurl.com/PMT- MONITORING	PDF File
Minutes of the Meeting (Planning, Mid-Year Review, Year- End Review)	MINUTES_YEAR_DIVISION_SECTION_ ACTIVITY_DATE	https://tinyurl.com/PMT- MINUTES	PDF File
Table of MFO		https://tinyurl.com/PMT- MFO	Google Sheets
Table of Success Indicator		https://tinyurl.com/PMT- SUCCESSINDICATOR	Google Sheets

For the information, guidance and compliance of all concerned.

parmjdf07/01/2021

DEPEDQUEZON-TM-SDS-04-010-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

