



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 020, s. 2025

CONDUCT OF 3rd QUARTER PERFORMANCE REVIEW AND MONITORING FOR SDO PERSONNEL (January to September 2025)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Performance Management Team
All Others Concerned

1. In accordance with DepEd Order No. 2, s. 2015, titled "*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*", and Memorandum DM-OUHROD-2025-0922, titled "*Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES)*", this Office announces the conduct of Performance Monitoring and Review for SDO personnel. This activity is aligned with their respective Key Result Areas (KRAs).

2. The Division Performance Management Team (PMT) shall conduct the review and monitoring of accomplishment vis-à-vis the approved target indicated in the OPCR/IPCR. The presentation of results will be conducted on **November 20-21, 2025**, at the SDO Mini Conference Hall.

Attached for reference are the following documents:

- schedule of presentation
- sample presentation template; and
(to be downloaded at <https://tinyurl.com/PMpptTemplate>)
- monitoring tool
(<https://tinyurl.com/PMTool>; the accomplished monitoring tool must be presented on the scheduled date in two (2) printed hardcopies).

3. Immediate dissemination of and strict compliance with this Memorandum is desired.


VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 2, s. 2015
Division Memorandum No. 260, s. 2025

Enclosure: 1- Schedule of presentation
2- Sample Presentation template
3 -Monitoring Tool

SGOD/gpc/KRA



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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Enclosure 1 to Division Memorandum No. 829, s. 2025

**SCHEDULE OF PRESENTATION FOR THE CONDUCT OF PERFORMANCE REVIEW
AND MONITORING FOR SDO PERSONNEL**

Date	Time	Office
SDO PERSONNEL <i>Covering Period: January to September 2025 (1st-3rd Quarter)</i>		
November 20, 2025 (Thursday)	8:30 – 12:00 PM	SGOD
	1:30 – 5:00 PM	CID
November 21, 2025 (Friday)	8:30 – 12:00 PM	OSDS
	1:30 – 5:00 PM	OSDS

***Note:** Offices not accommodated on the scheduled date will be prioritized in the next schedule.



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OFFICE:

Covering Period: January – September 2025



KRA 1:

OBJECTIVE 1:

TARGET

e.g. 10 PPAs activities conducted on numeracy and literacy

SPECIFIC ACCOMPLISHMENT

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

MOVs: (Just list down the MOVs)

- Approved Proposal
- Progress Monitoring Report
- Accomplishment Report
- M & E Result

Rating (mid/year end): _____

Q: _____

E: _____

T: _____

