



-2511-1106

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 877, s. 2025

**CONDUCT OF MIDYEAR PERFORMANCE REVIEW AND MONITORING FOR
SCHOOL HEADS/ASST. PRINCIPALS/DEPARTMENT HEADS
(June to December 2025)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Performance Management Team
Public Elementary and Secondary School Heads
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 School Heads, Asst. Principals, and Department Heads. This activity aims to assess performance accomplishments aligned with their respective Key Result Areas (KRAs).

2. The Division Performance Management Team (PMT) shall conduct a review and monitoring of accomplishment vis-à-vis the approved targets indicated in the OPCR/IPCR from June to December 2025. The presentation of results will be held on **December 16-17, 2025**, at the SDO Conference Hall.

Attached for reference are the following documents:

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

3. This Memorandum shall serve as the official locator slip for school participants attending the said activity. **No proxies** shall be allowed.

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

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
14 NOV 2025
RELEASED

VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 2, s. 2015
Memorandum DM-OUHROD-2025-0922

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. _____, s. 2025

**SCHEDULE OF PRESENTATION FOR THE CONDUCT OF PERFORMANCE REVIEW
 AND MONITORING FOR SCHOOL HEADS/ASST. PRINCIPALS/DEPARTMENT HEADS**

Date	Time	School/Office
SCHOOL HEADS, ASST. PRINCIPALS, DEPARTMENT HEADS <i>Covering Period: June to December 2025 (1st Quarter and 2nd Quarter)</i>		
December 16, 2025 (Tuesday)	8:30 AM	Career Stage 1 (P1, Asst. Principal, MT, HT) CAPES
	9:00 AM	CAMES
	9:30 AM	APES
	10:00 AM	GESMES
	10:30 AM	JSES
	11:00 AM	MES
	11:30 AM	PIS
	1:30 PM	RES
	2:00 PM	RPES
	2:30 PM	SJES
	3:00 PM	SPBES
	3:30 PM	TES
	4:00 PM	VNHSW
	4:30 PM	ISNHS – SHS -Asst. Principal
	4:45 PM	ISNHS – JHS -Asst. Principal
December 17, 2025 (Wednesday)	8:30 AM	Career Stage 1 (Head Teacher) ISNHS – JHS - Filipino
	9:00 AM	ISNHS – JHS – English
	9:30 AM	ISNHS – JHS – Science
	10:00 AM	ISNHS – JHS – Mathematics
	10:30 AM	ISNHS – JHS – Araling Panlipunan
	11:00 AM	ISNHS – JHS – TLE/EPP
	11:30 AM	ISNHS – JHS – MAPEH
	11:45 AM	ISNHS – JHS – EsP
	1:30 PM	Career Stage 2 (Principal II) BMSW
	2:00 PM	BMSE
	2:30 PM	BPES
	3:00 PM	Career Stage 3 (Principal III) NES
	3:30 PM	CCES
	4:00 PM	Career Stage 4 (Principal IV) VNHSE
4:30 PM	VCS	
4:45 PM	ISNHS	

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

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SCHOOL:

KRA 1:

OBJECTIVE 1:

Covering Period: June to December 2025



TARGET	SPECIFIC ACCOMPLISHMENT
e.g. 10 PPAs activities conducted on numeracy and literacy	<ol style="list-style-type: none">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: _____

