



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

Office of the Schools Division Superintendent

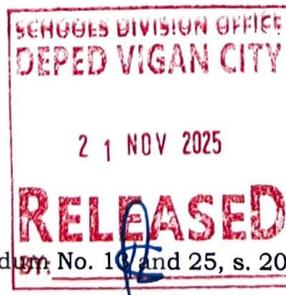
DIVISION MEMORANDUM

No. 908s. 2025

EXTENSION ON THE 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
Unit and Section Heads
All Others Concerned

1. Consistent with Division Memorandum No. 829, s. 2025, titled "Conduct of 3rd Quarter Performance Review and Monitoring for SDO Personnel (January to September 2025)", this office announces the schedule for the extension on the conduct of the Performance Review and Monitoring for SDO personnel on **November 25-26, 2025**, at the SDO mini Conference Hall.
2. Attached for reference are the following documents:
 - a) schedule of presentation
 - b) sample PowerPoint 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. Newly hired personnel from September 2025 onwards are required to submit their FY 2025 IPCR Plan and must likewise present and submit the monitoring tool during the scheduled review.
4. Personnel who are on official business must also present their IPCR accomplishments immediately upon their return and must coordinate with the PMT for their respective schedule of presentation.
5. Immediate dissemination of and strict compliance to this Memorandum is desired.



Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: Division Memorandum No. 10 and 25, s. 2025
Enclosure:

SGOD/gpc/OPCR.IPCR



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com

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Enclosure 1 to Division Memorandum No. _____, s. 2025

SCHEDULE OF PRESENTATION FOR THE EXTENSION ON THE CONDUCT OF 3rd QUARTER PERFORMANCE REVIEW AND MONITORING FOR SDO PERSONNEL (January to September 2025)

Date	Time	School/Office
Covering Period: January to September 2025 (1st Quarter to 3rd Quarter)		
November 25, 2025 (Tuesday)	8:30 AM	Reyes, Rodrigo Jr. Q
	9:10 AM	Garma, Cherry Joy D.
	9:30 AM	Ablog, Alimar
	9:50 AM	Aurellado, Ted Cliexzle C.
	10:00 AM	Torricer, Princess G.
	10:20 AM	Martinez, Aphrodite Hope E.
	10:40 AM	Fabre, Sherwin D
	10:50 AM	Batulan, Arlyn D.
	11:10 AM	Agati, Laurie Angela M.
	11:30 AM	Taborda, Maria Korynne P.
	1:30 PM	Abella, Amelyn P.
	1:50 PM	Siababa, Clarito A.
	2:10 PM	Pila, Winston P.
	2:20 PM	Molina, Greatest Yeng C.
	2:40 PM	Flores, Ferdinand F.
	2:50 PM	Alviar, Nenita
	3:00 PM	Sinogo, Vanessa U.
	3:10 PM	Cu, Karen A.
	3:20 PM	Portugal, Carlo Jigg
	3:30 PM	Domingo, Jayson
	3:40 PM	Sinogo, Mark Allen
	3:50 PM	Flandez, Giro Anthony
	4:00 PM	Frio, Dianne Christine
	4:10 PM	Tapat, Eric L.
	4:30 PM	Ancheta, Lloyd P.
November 26, 2025 (Wednesday)	8:30 AM	Rosales, Vincent Jude Q.
	8:40 AM	Itchon, Anglene R.
	8:50 AM	Pe Benito, Clarence E.
	9:00 AM	Fernandez, Jackielyn
	9:10 AM	Llanes, Reymalin T.
	9:20 AM	Suero, Dennis L.
	9:30 AM	Alejo, Jinky
	9:40 AM	Gasmen, Christopher Michael T.
	10:10 AM	Paeta, Adelmor P.
	10:20 AM	Paz, Milagros L.
	10:30 AM	Corpuz, Marie Grace
	10:40 AM	Gandeza, Rosjayne Mey
	11:00 AM	Ramos, Ruth

***Note:** Personnel 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	SPECIFIC ACCOMPLISHMENT
e.g. 10 PPAs activities conducted on numeracy and literacy	10 PPAs 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: _____

