



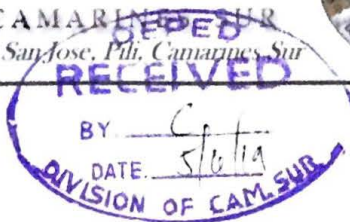
Department of Education

Region V

DIVISION OF CAMARINES SUR  
Freedom Sports Complex, San Jose, Pili, Camarines Sur



6 MAY 2019



**Division MEMORANDUM**  
No. 152, s. 2019

**SUBMISSION AND SIGNING AUTHORITY OF THE INDIVIDUAL PERFORMANCE RATING FOR SCHOOL YEAR 2018-2019 (Secondary Schools)**

**TO :** Assistant Schools Division Superintendent (Secondary)  
CID Chief, SGOD OIC-Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 2. S. 2015, the Individual Performance Rating of teaching and non-teaching personnel shall follow the Results-Based Performance Management System (RPMS).
2. Annex A of the said DepEd Order provides the information on the ratee, rater and approving authority, to wit:

Personnel	Rater	Approving Authority
Principal	Asst. Superintendent	Superintendent
Head/Master Teacher	Principal	Superintendent (Small and Medium Divisions) Asst. Superintendent (Large and Very Large Divisions)
Teacher	Head Teacher/ Master Teacher	Principal
Non-Teaching Staff	Principal	Administrative Officer V (SDO-School Governance and Operations Division)

3. However, as a matter of policy in this division, the Public Schools District Supervisor (PSDS) In-Charge of the District (Secondary only) shall extend technical assistance to the school heads on the preparation of the performance rating of teachers. They shall also work with the school head in validating the rating for curriculum implementation, particularly on instructional delivery. As such, their names and signature shall appear on the final rating sheet under **'VALIDATED BY'**.
4. For schools without Head Teacher and Master Teacher, the school head shall be the rater and at the same time the approving authority. The PSDS shall have the same function as stated in item No. 3.
5. For the non-teaching personnel in the schools, the same provision in the DepEd Order shall apply.
6. The Summary of signed Performance Ratings of teaching and non-teaching personnel shall be submitted to the Records Section on or before **May 15, 2019**. Failure to submit the IPR shall be dealt with in accordance to Sections VIII and IX of the same DepEd Order.
7. For the information, guidance and compliance of all concerned.

**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

Reference:  
DepEd Order No. 2, s. 2015  
Filename: Memo\_for\_IPR\_2019