



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

30 JUN 2025

**DIVISION MEMORANDUM**

No. **289** s. 2025

**CONDUCT OF PERFORMANCE REVIEW AND COMMITMENT PLANNING  
ON THE RPMS IMPLEMENTATION FOR THE RATERS AND RATEES  
IN THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT, FY 2025**

**TO:** OIC - Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Pursuant to 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 in compliance with the Civil Service Commission Memorandum Circular No. 6 s. 2012 titled ***Guidelines and Implementation of Agency Strategic Performance Management System (SPMS)***, this Office is conducting the performance review for the first semester of FY 2025 and commitment planning for the second semester of the same year for the raters and select ratees under the Office of the Schools Division Superintendent on July 4, 2025 at the SDO Multi-Purpose Hall.
2. Performance management review is enhancing the achievements of every individual employee's goals along with the organizational objectives. This will provide a way to measure progress and success by tracking their performance through measurable objectives. This measurement helps them assess their strengths and weaknesses, identify areas for improvement and make necessary adjustments if needed.
3. This activity aims to:
  - a. review, identify and align employees' goals with organizational targets;
  - b. improve individual and organizational performance by setting clear expectations;
  - c. provide feedback and plan for the improvement of performance;
  - d. discuss other matters related to the performance and the expected accomplishments vis a vis organizational goal.
4. Participants to this activity are the section heads (raters) and the select employees (ratees) from the Office of the Schools Division Superintendent.



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5. Participants are advised to bring a laptop, extension cord, hard and soft copies of their office compendium (duties and responsibilities), FY 2024 approved IPCRF, commitment plan/agreement between rater/s and ratee/s.
6. In identification of the participants to this activity, there shall be no discrimination on the account of age, civil status, religion or beliefs, ethnicity, political affiliations, employment status, disability, sexual orientation and gender identity or expressions.
7. Food and other expenses shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: None

Reference: DepEd Order (No. 02 s. 2015)

CSC Memorandum Circular (No. 6 s. 2012)

To be indicated in the Perpetual Index  
Under the following subjects:

PERFORMANCE PLANNING

PERFORMANCE REVIEW



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