



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF CANDON CITY

POLICY NUMBER	:	001-2022
NAME	:	EOP POLICY AMENDMENT- PMS
POLICY CATEGORY	:	PERFORMANCE MANAGEMENT SYSTEM
SUBJECT	:	CONTEXTUALIZED POLICIES ON PMS
APPROVING AUTHORITY:		SCHOOLS DIVISION SUPERINTENDENT
RESPONSIBLE OFFICER :		PERFORMANCE MANAGEMENT TEAM
EFFECTIVE DATE	:	FEBRUARY 14, 2022
SUPERCEDES:	:	EOP POLICY ON PMS, EFFECTIVE FEBRUARY 2021
NEXT REVIEW	:	ANNUALLY/AS THE NEED ARISES

I. PURPOSE AND SCOPE

This policy guidelines intend to amend the Policy Standards in Performance Management System enclosed in the Approved EOP Policy of SDO Candon City dated February 2021.

These shall apply to all employees of SDO Candon City regardless of positions and employment categories including those in the marginalized, underprivileged, or vulnerable groups who require special needs or consideration.

Personnel under contract of service/ job order are also included in this policy guidelines but limited to performance evaluation only (CSC MC No. 17 S. 2002).

This written policy intends to provide general and specific guidelines in Performance Management aligned to the CSC's Strategic Performance Management System.

II. DEFINITIONS

The following terms are defined for clearer understanding by all concerned:

IPCRF. This refers to the Individual Performance Commitment and Review Form. This is the form used by employees and staff, whether permanent or probationary.

OPCRF. This refers to the Office Performance Commitment and Review Form. This is the form used by Heads of Office, School Heads, Chief Education Supervisors, and the Head of the Agency.

PMCF. This refers to Performance Monitoring and Coaching Form. This is used by Heads of Office, School Heads, Chiefs in documenting coaching and mentoring sessions among employees.



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Process Flow. This is the customized implementing process of RPMS in the Schools Division of Candon City.

RPMS. This refers to Results-Based Performance Management System of the Department of Education, cascaded from the SPMS of the Civil Service Commission.

III. POLICY ON PERFORMANCE MANAGEMENT SYSTEM

SDO Candon City stands firm in the integration of EOP on the Performance Management of all its personnel. The goal of which is to evaluate each personnel based on non-bias and non-discriminatory factors, and guide each of them towards the full actualization of his/her duties and responsibilities.

SDO Candon City acknowledges that each employee has equal opportunities to actively engage in the workplace. Implementing effective performance management mechanisms into the workplace ensures all employees to have a full grasp of their roles and functions. This also makes each employee realize his/her value in the organization's objectives. Such implementation of operative processes will certainly contribute to the overall triumph of the organization.

A. Four Stages of the RPMS Cycle

This shall be implemented as follows:

1. Performance Planning and Commitment Setting

- a. All SDO Candon City employees shall be given the opportunity to participate in the performance planning and commitment setting. They shall be oriented on the RPMS cycle and the different actions required of each phase of the cycle. They are also given proper guidance and coaching on how to establish measurable objectives and performance indicators aligned to their KRAs.
- b. The individual work of all employees shall be cascaded from the organizational direction of SDO Candon City. It shall be ensured that the expectations and standards of performance are fully job-related and are not discriminatory.
- c. It shall be guaranteed that employees who are scheduled to retire, expected to give birth, or will undergo medical, surgical and psychological treatment within the planned performance rating period shall have their targets calibrated to take into consideration the shorter period to achieve their outputs. These employees must be properly guided by their immediate supervisor and the top management.



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- d. Due consideration shall be extended to male employees whose legal spouse (or one of the legal spouses) is expected to give birth within the planned performance rating period to accommodate their leave by the time their legal spouse/s give/s birth;
- e. PWD employees shall be given targets in accordance with the principles of justice and equity; and
- f. Employees shall not be required to perform or deliver any target that would cause them to violate their religious beliefs and practices.

2. Performance Monitoring and Coaching

- a. Coaching/feedback giving shall be done without fear of harassment, coercion, retribution, or discrimination.
- b. The Rater shall ensure that the coaching sessions conducted are geared towards improving performance and shall not take into consideration personal attributes such as age, sex, gender, sexual orientation, ethnicity, religion, political affiliation, economic and social status, and physical disability.
- c. A mid-year review is prescribed to determine the progress in achieving the Objectives. In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual Objectives shall be allowed during the mid-year review.
- d. Coaching sessions shall also provide opportunities for recalibrations to suit the individual situations of employees concerned.

3. Performance Evaluation

- a. The performance review and evaluation shall be done at the end of the performance cycle to assess the office and individual employee's performance level based on the commitments and measures as contained in the signed OPCRF and IPCRF.
- b. In accordance with DepEd No. 2, s. 2015, the RPMS shall put premium on KRAs towards the realization of organizational vision, mission, strategic priorities, and the performance log frame. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents, or any output as proofs of actual performance. In the absence of said evidence, a particular task shall not be rated and shall be disregarded.



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- c. All personnel regardless of employment status and category shall be informed of the performance rating obtained in a specific performance rating period.
- d. Upon determining the overall rating for the actual accomplishments and results, the rater and the ratee shall reach an agreement by signing the OPCRf and IPCRF. This shall be done in accordance with the principles of Equal Opportunity Principle.

B. Process flow on the implementation of the Results-Based Performance Management System (RPMS) in SDO Candon city

B.1. Division-based Personnel

Phase	Activity	In Charge	Timeline	Output
Phase I. Performance Planning and Commitment				
	Issuance of Memo for the Planning Conference and Workshop for OPCRf/IPCRf and submission of Plans	RPMS Coordinator	November	Office Memorandum
	Planning Conference and Workshop for OPCRf	SDS ASDS CES Section/Unit Heads RPMS Coordinator PMT & Planning	December, 1 st week	First draft of OPCRf of CES and Heads aligned with the OPCRf of SDCC
	Planning Conference and Workshop for IPCRF per division/section/unit	Rater Ratee	December, 2 nd week	First draft of IPCR
	Submission of OPCRf (Plan) for final review and agreements to ensure alignment of objectives and PIs to the DEDP, DLCO and OPCR of the Division	CES Section/Unit Heads SDS ASDS RPMS Coordinator	December, 3 rd week	Final OPCRf



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	Submission of IPCRF (Plan) to Rater for discussion and final agreements	Rater Ratee	December, 3 rd to 4 th week	Improved IPCRF (Plan)
	Submission of IPCRF (Plan) for review by the PMT and Planning to ensure alignment of objectives and PIs	Rater Ratee Approving Authority RPMS Coordinator PMT	December, 3 rd to 4 th week	Final IPCRF (Plan)
	Submission of final copy (3 copies) for approval by the Approving Authority	Ratee	January, 1 st week	Approved IPCRF/OPCRF (Plan)
	Uploading of scanned approved copy of final IPCRF/OPCRF	Ratee	January, 1 st week	Uploaded IPCRF/OPCRF (Plan)
	Consolidation of copies	RPMS Coordinator Planning	January, 1 st week	Consolidated copies Summary List
	Consolidation of Development Plans	HR	January, 1 st week	Consolidated copies Summary List
Phase II. Performance Monitoring and Coaching				
	Coaching and Mentoring per Unit/Section	Rater Ratee	Monthly	PMCF
	Issuance of Memo for monthly MOV Day	RPMS Coordinator	January, 2 nd week	Office Memorandum
	Monitoring of MOV Day per Unit/Section	Rater Ratee	Monthly	PMCF Monitoring report
	Issuance of Memo for the Rater-Ratee Midyear Review	RPMS Coordinator	May, 3 rd Week	Office Memorandum
	Conduct of Rater-Ratee Midyear Review per Unit/Section	Rater Ratee	June, 2 nd week	Midyear Review report



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				Summary of PMCF (Jan-June)
	Recalibration of OPCR/IPC RF Plan (If needed)	Rater Ratee	June, 2 nd week	Recalibrated IPCRF/OPCRF
	Review of Recalibrated IPCRF/OPCRF Plan	Rater Ratee Coordinator/PMT/Planning	June, 2 nd to 3 rd week	Aligned objectives and Pls of IPCRF/OPCRF Plan
	Submission of Midyear Review Report	Rater RPMS Coordinator	June, 3 rd week	Final Midyear Review Report Final PMCF
	Submission of recalibrated OPCR/IPC RF Plan (3 copies) for approval by the Approving Authority	Ratee	June, 4 th week	Approved Recalibrated IPCRF/OPCRF
Phase III. Performance Review and Evaluation				
	Issuance of Memo for the Performance Review and Evaluation (Phase III) <i>*Issuance of Memo for Phase I of the next Cycle</i>	RPMS Coordinator	November, 1 st week	Office Memorandum
	Self-rating of OPCR/IPC RF	Ratee	November, 3 rd week	Self-rated OPCR/IPC RF with Development Plans (Part III & IV)
	Rater-ratee discussion per office	Rater Ratee	November, 4 th week	Improved OPCR/IPC RF with Development Plans (Part III & IV)



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Submission of Summary ratings per unit Submission of improved OPCR/ IPCRF with complete parts and attached MOVs <i>*Conduct Planning Conference and Workshop for OPCR/ for the next Cycle</i>	Ratee Rater	December, 1 st week	Improved OPCR/ IPCRF with Development Plans with MOVs Summary of Ratings
Issuance of Memo for Validation of Outstanding Ratings and MOV validation <i>*Conduct Planning Conference and Workshop for IPCRF per division/ section/ unit</i>	RPMS Coordinator	December, 2 nd week	Office Memorandum
MOV Validation <i>*Submission of OPCR/ for final review and agreements to ensure alignment of objectives and PIs for the next cycle</i> <i>*Submission of IPCRF (Plan) to Rater for discussion and final agreements for the next cycle</i>	Ratee Rater/Approving Authority (PMT shall assist the Approving Authority)	December, 3 rd week December, 3 rd to 4 th week	Validated MOVs
Submission of final copy (3 copies) for	Ratee	December, 4 th week	Approved IPCRF/OPCR/



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	approval by the Approving Authority <i>*Submission of IPCRF (Plan) for review by the PMT and Planning to ensure alignment of objectives and PIs for the next cycle</i>			
	Uploading of scanned approved copy of final IPCRF/OPCRF	Ratee	December, 4 th week	Uploaded IPCRF/OPCRF
	Consolidation of copies	RPMS Coordinator Planning	December, 4 th week	Consolidated copies
	Consolidation of Development Plans <i>*Submission of final copy of IPCRF/OPCRF Plan (3 copies) for approval by the Approving Authority for the next cycle</i>	HRD	January, 1 st week	Summary List Consolidated copies Summary List
Phase IV. Performance Rewarding and Development Planning				
	Enhancement of the HRD plan using the consolidated Developmental Plans	HRD	January, 3 rd week	Enhanced HRD plan
	Presentation of the enhanced HRD plans	HRD EXECOM	January, 4 th week	Approved HRD plan
	Issuance of Memo for the Division Search of Outstanding Personnel	PRAISE	June, 1 st week	Office Memo
	Endorsement of list of employees for performance rewarding based on summary of approved ratings	PMT	February, 2 nd week	List of Possible employees



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	Screening of Applicants/Nominees	PRAISE	February, 4 th week	List of Awardees, Division Level
	Issuance of Memo for Dayaw ken Pamateg	PRAISE	June, 2 nd week	Division Memo
	Dayaw ken Pamateg – Division Awarding of Outstanding Personnel	PRAISE	June, 4 th week	Awarding Ceremony
	Endorsement of Division Nominees to DepEd Regional Office, and other Agencies (CSC, Metrobank)	PRAISE	July, 1 st week	List of Division Nominees

B.2. School-based Personnel

*The start of the Performance Cycle depends on the start of the school year***

Teachers have unified IPCRF downloaded to schools by the DepEd Central Office

Phase	Activity	In Charge	Timeline	Output
Phase I. Performance Planning and Commitment				
	Issuance of Memo for the Planning Conference and Workshop for OPCR/IPC RF and submission of Plans	RPMS Coordinator	August, 2 nd week	Division Memorandum
	Planning Conference and cascading of OPCR/IPC RF – Plan to School Heads and Updating of Baseline Data	SDS ASDS CES Section/Unit Heads RPMS Coordinator Planning	August, 2 nd week	_____
	Planning Conference and Workshop for OPCR/IPC RF Plan for Non-	School head Teachers Non-Teaching Personnel	August, 3 rd week	First draft of OPCR/IPC RF of SH and IPCRF Plan of NT



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	Teaching personnel (NT)	School PMT		
	Submission of OPCRf Plan for final review and agreements to ensure alignment of objectives and PIs	Rater Ratee Approving Authority PMT Planning	August, 4 th week	Final OPCRf Plan of SH
	Submission of IPCRF Plan to Rater (SH) for discussion and final agreements	Rater Ratee	September, 1 st week	Improved IPCRF of NT
	Submission of final copy of OPCRf/IPCRf Plan (3 copies) for approval by the Approving Authority	Ratee	September, 2 nd week	Approved OPCRf/IPCRf
	Uploading of scanned approved copy of final IPCRF/OPCRf Plan	Ratee	September, 3 rd week	Uploaded IPCRF/OPCRf Plan
	Consolidation of copies	RPMS Coordinator Planning	September, 4 th week	Consolidated copies
Phase II. Performance Monitoring and Coaching				
	Coaching and Mentoring in schools	Rater Ratee	Monthly	PMCF
	Issuance of Memo for the MOV Day	RPMS Coordinator	October, 2 nd week	Division Memorandum
	Monitoring of MOV Day per school	Rater Ratee	Monthly	PMCF Monitoring report
	Issuance of Memo for the Midyear Review	RPMS Coordinator	January, 3 rd week	Division Memorandum
	Conduct of Midyear Review in schools	Rater Ratee Monitoring Supervisors	February, 1 st week	Draft Midyear review report PMCF
	Recalibration of OPCRf/IPCRf	Rater Ratee	February, 1 st week	Draft recalibrated IPCRF/OPCRf



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	Submission of Midyear Review Report	Raters	February, 2 nd week	Final Midyear Review Report Final PMCF
	Submission of recalibrated OPCRF/IPCRF (3 copies) for approval by the Approving Authority	Ratee	February, 3 rd week	Approved Recalibrated IPCRF/OPCRF
Phase III. Performance Review and Evaluation				
	Issuance of Memo for the Performance Review and Evaluation (Phase III) in schools	RPMS Coordinator	May, 3 rd week	Division Memorandum
	Self-rating of OPCRF/IPCRF	Ratee	May, 4 th week	Self-rated OPCRF/IPCRF with Development Plans
	Rater-ratee discussion MOV Validation	Rater Ratee School PMT	June, 1 st week June, 1 st to 2 nd week	Improved OPCRF/IPCRF with Development Plans
	Submission of Summary ratings per school and improved OPCRF/IPCRF with Development Plan with MOVs	Ratee Rater	June, 2 nd week	Improved OPCRF/IPCRF with Development Plans with MOVs Summary of Ratings
	Validation of Ratings of Outstanding Personnel	Ratee Division PMT	June, 3 rd week	Validated OPCRF/IPCRF
	Submission of final copy (3 copies) for approval by the Approving Authority	Ratee	June, 4 th week	Approved IPCRF/OPCRF



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	Uploading of scanned approved copy of final IPCRF/OPCRF	Ratee	June, 4 th week	Uploaded IPCRF/OPCRF
	Consolidation of copies	RPMS Coordinator Planning	July, 1 st week	Consolidated copies
	Consolidation of Development Plans	HRD	July, 1 st week	Consolidated copies
Phase IV. Performance Rewarding and Development Planning				
	Enhancement of the HRD plan using the consolidated Developmental Plans	HRD	July, 4 th week	Enhanced HRD plan
	Issuance of Memo for the Division Search of Outstanding Personnel	PRAISE	July, 4 th week	Office Memo
	Endorsement of list of employees for performance rewarding based on summary of approved ratings	Division PMT School PMT	July, 4 th week	List of Possible employees
	Screening of Applicants/Nominees	PRAISE	July, 4 th week	List of Awardees, Division Level
	Issuance of Memo for Dayaw ken Pamateg	PRAISE	July, 4 th week	Division Memo
	Dayaw ken Pamateg – Division Awarding of Outstanding Personnel	PRAISE	July, 4 th week	Awarding Ceremony
	Endorsement of Division Nominees to DepEd Regional Office, and other Agencies (CSC, Metrobank)	PRAISE	July, 4 th week	List of Division Nominees



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C. Composition and Functions of the Performance Management Team

C.1.a. Division Performance Management Team

Chairperson	Mariecon G. Ramirez Asst. Schools Division Superintendent		
Members	Hartzel P. Virocel Planning Officer III	Alternate	Rey L. Manzano SEPS, HRD
	Joan A. Acosta Accountant III		Carlo Gabriel G. Annaguey AOV- Budget
	Dianalou Isabel T. Calindas AOV, Admin Services		AO IV, Personnel and Records
	John Marvin G. Gacutan Chief, SGOD		Haydee G. Isidro EPS II
	Ernesto B. Aquino, Jr. Chief, CID		Education Program Supervisor
	Alexander M. Razo NEU President/ EPS		Albert S. Gamoso NEU VPres/EPS
Secretariat	Feljone G. Ragma RPMS Focal Person/EPS		John Paul M. Altis AO II

Reference: DO 7 S. 2021; DO 2 S. 2015

C.1.b.Roles and responsibilities of the Division PMT

1. Set Consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the OPCRF;
2. Ensure Office performance targets and measures, including budget are aligned with those of the agency and that work distribution in offices are rationalized;
3. Recommend the approval of the OPCRF/IPCRF to the Head of the Agency/ Approving Authority;
4. Identify Potential Awardees and recommend them to PRAISE;
5. Ensure compliance of the SDO and supervise compliance of schools under its jurisdiction, with the requirements for the grant of PBB;
6. Provide Compliance Report with school level reports and requirements on agency eligibility;
7. Ensure proper cascading of the PBB guidelines and other related issuance. It shall conduct information dissemination and orientation activities at the school level specifically on the rationale criteria, and process for the grant of PBB;
8. Gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.



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9. Provide report on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission;

10. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;

11. Set up feedback mechanisms to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the school, and that the results are used as a tool in strategic planning and encouraging better performance in the future;

12. Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of PBB; and

13. Constitute internal rules as needed in aid of the fulfillment of the rules mentioned above.

13.a. In addition, the Division PMT shall assist the Approving Authorities and Raters in the validation of MOVs to ensure adherence to item no. 36 of DO 2. s. 2015.

C.2.a. School Performance Management Team

Chairperson	School Head
Members	(4) Head Teacher/ Master Teacher/ Key Teacher
	1 Member of the School Planning Team (SPT)
	1 Administrative Officer/ member of the non-teaching group
	1 Representative from Teacher/ Faculty Association

C.2.b. Roles and responsibilities of the School PMT

1. Set Consultation meeting of all School Employees for the purpose of Discussing the targets set in the School OPCRF;

2. Ensure Office performance targets and measures, including budget are aligned with those of the agency and that work distribution in offices are rationalized;

3. Recommend the approval of the OPCRF/IPCRF to the Head of the Agency/ Approving Authority; and

4. Identify Potential Awardees and recommend them to PRAISE.

C.3.a. Designation the RPMS Focal Person

The Education Program Supervisor in-charge of RPMS is designated as RPMS Focal Person until new issuances rescind such designation.

C.3.b. Roles and responsibilities of RPMS Focal Person



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1. Act as Secretariat of the PMT and set conferences/consultation meetings of all Heads of Offices/Schools for the purpose of discussing the targets set in the OPCRF/IPCRF and Rating Forms;
2. Coordinate with the Planning Officer who shall ensure that performance targets and measures as well as the budget are aligned with those of the agency and work distribution of Offices/Units is rationalized;
3. Monitor coaching, mentoring, mid-year review and other related activities;
4. Monitor the implementation of RPMS activities in the different stages of the RPMS Cycle including timelines and deliverables; and
5. Consolidate Ratings and submit reports.

D. Signing Authorities of the OPCRF/IPCRF

D.1. Division-based Personnel

Ratee	Rater	Approving Authority
Office of the Schools Division Superintendent		
Administrative Officer V, Admin Services/ Budget Office	ASDS	SDS
Administrative Officer IV, Personnel and Records/ Cash and Supply	AO V, Admin Services	ASDS
Admin Services/ Budget Office Staff	AOV, Admin Services/ Budget Office	ASDS
Personnel and Records/ Cash and Supply Staff	AO IV, Personnel and Records/Cash and Supply	AO V, Admin Services
Accountant III	ASDS	SDS
Accounting Office Staff	Accountant III	ASDS
Information Technology Officer I	ASDS	SDS
Curriculum Implementation Division		
Chief, CID	ASDS	SDS
Education Program Supervisors	Chief	ASDS
EPS II, ALS	Chief	ASDS
Librarian II	Chief	ASDS
PDO II	Chief	ASDS
Admin Aide VI	Chief	ASDS



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School Governance and Operations Division		
Chief, SGOD	ASDS	SDS
SEPS	Chief	ASDS
EPS II	Chief	ASDS
Medical Officer	Chief	ASDS
Dentist/Nurse	Chief	ASDS
Engineer	Chief	ASDS
PDO I/II	Chief	ASDS
Admin Asst. III	Chief	ASDS

D.2. School-based Personnel

Ratee	Rater	Approving Authority
School With HT/MT/Asst. Principals/Non-Teaching Personnel		
School head	ASDS	SDS
Master Teacher	School Head	SDS
Teacher	HT/MT/ASP	School Head
Non-Teaching Personnel	School head	Administrative Officer V, Admin Services
ALS Teachers	School Head	CID Chief
School Without HT/MT/Asst. Principals/Non-Teaching Personnel		
School Head	ASDS	SDS
Teacher	School Head	SDS
Senior High School Teachers with Master Teacher		
Master Teachers	School Head	SDS
Teachers	Master Teacher	School Head
Senior High School Teachers without Master Teacher		
Teachers	School head	SDS
Senior High School Non-Teaching Personnel		
Non-Teaching Personnel	School Head	AO V, Admin Services

Reference: DO 2 S. 2015

IV. Effectivity

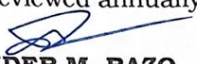
These Policy Guidelines in Performance Management System shall take effect immediately upon the approval of the Schools Division Superintendent.


V. Amendments

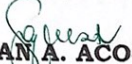


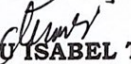
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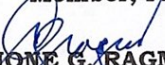
For continuous improvement, proposal for amendments of EOP Policy of SDO Candon City may be made by any member of the Management Committee (ManCom) through a formal communication addressed to the Head of the Office. This Policy will also be reviewed annually, or as the need arises.

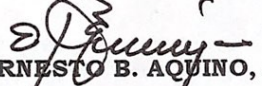

ALEXANDER M. RAZO
NEU President/EPS
Member, PMT



HARTZELL P. VIROCELL
Planning Officer III
Member, PMT

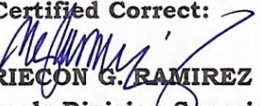

JOANA A. ACOSTA
Accountant III
Member, PMT



DIANALOU ISABEL T. CALINDAS
Administrative Officer V
Member, PMT


FELJONE G. RAGMA
Education Program Supervisor/RPMS Focal Person
Member, PMT


ERNESTO B. AQUINO, JR.
Chief, CID
Member, PMT


JOHN MARVIN M. GACUTAN
Chief, SGOD
Member, PMT

Certified Correct:

MARIECON G. RAMIREZ
Assistant Schools Division Superintendent

APPROVED:

ANSELMO R. ALUDINO
Schools Division Superintendent