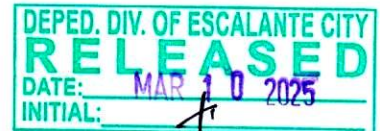




Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**DIVISION OF ESCALANTE CITY**



March 6, 2025

**DIVISION MEMORANDUM**

No. 158, s. 2025

**DISSEMINATION OF DM-OUHROD-2025-0429 ON THE FREQUENTLY ASKED QUESTIONS AND ORIENTATION MATERIALS ON THE INTERIM GUIDELINES FOR THE PMES OF TEACHERS IN SY 2024-2025 (DM 017, S. 2025)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Specialists  
Public Elementary and Secondary School Heads  
Division & School Personnel  
All Others Concerned

1. Attached is DM-OUHROD-2025-0429, which contains the Frequently Asked Questions (FAQs) and Orientation Materials on the Interim Guidelines for the Performance Management and Evaluation System (PMES) of Teachers for SY 2024-2025 as outlined in DM 017, s. 2025.
2. All concerned personnel are directed to carefully review the attached materials and ensure the effective communication and implementation of the information. It is essential that all teachers and school administrators are well-informed about the updated guidelines and procedures for the upcoming performance cycle.
3. Immediate dissemination of this Memorandum is desired to ensure timely implementation of the guidelines and to support the effective evaluation process for SY 2024-2025.

**PETER J. GALIMBA**

OIC, Schools Division Superintendent

Reference : as stated  
Enclosure : as stated  
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:  
PMES            RPMS            IPCRF            Employees Performance



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Republika ng Pilipinas

**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
DM-OUHROD-2025- 0429

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
PUBLIC ELEMENTARY AND SECONDARY TEACHERS  
ALL OTHERS CONCERNED

**FROM :**   
WILFREDO E. CABRAL  
*Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** FREQUENTLY ASKED QUESTIONS AND ORIENTATION  
MATERIALS ON THE INTERIM GUIDELINES FOR THE PMES  
OF TEACHERS IN SY 2024-2025 (DM 017, S. 2025)

**DATE :** 18 February 2025

In light of the DepEd Memorandum (DM) No. 017 s, 2025 titled *Interim Guidelines for the DepEd Performance Management and Evaluation System (PMES) for Teachers in the SY 2024-2025*, as well as the **Online Orientation** conducted by the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) last 14 February 2025, **this Office provides the Frequently Asked Questions (FAQs)** on the memorandum and shares relevant orientation materials.

For reference, please see the following:

- a. Enclosure 1 – Frequently Asked Questions on DM 017, s. 2025
- b. Presentation slides (<https://tinyurl.com/OO-PMESforTeachers-PPT>)
- c. Video Recording (<https://tinyurl.com/OO-PMESforTeachers-Recording>)
- d. Recorded presentation on DepEd Facebook Page (<https://tinyurl.com/OO-PMESforTeachers-DepEdFBPage>)

For other questions not covered in the FAQs, please email BHROD-HRDD at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

Immediate dissemination of this Memorandum is directed.

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**Enclosure 1**

**Frequently Asked Questions (FAQs) on DM 017, s. 2025**

**INTERIM GUIDELINES FOR THE DEPED PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) FOR TEACHERS FOR SY 2024-2025**

**General Questions**

- 1. What is the purpose of the issuance of the interim guidelines for the PMES of teachers?**

**A:** The issuance of the PMES for Teachers in the interim shall:

- lift the suspension of the implementation of the performance management system for teachers for SY 2024-2025;
- provide simplified processes and requirements for performance evaluation; and
- complete the three-year cycle of teacher performance assessment per DM No. 008, s. 2023, which covers all 37 PPST Indicators

- 2. What is the timeline for implementing PMES?**

**A:** The interim guidelines for PMES for teachers shall be implemented starting the fourth (4th) quarter of SY 2024-2025.

**Assessment of COIs through Classroom Observation**

- 3. What are the schedule options for classroom observation?**

**A:** There shall be two (2) scheduling options for the full-period classroom observation:

- **Option A:** Two (2) full-period classroom observations in 4th Quarter, with objectives (COI) distributed across observations
- **Option B:** One (1) full-period classroom observation in 4th Quarter covering all objectives (COI)

- 4. How do we determine and choose between the two classroom observation options for teachers?**

**A:** The scheduling options for the classroom observation shall be agreed upon by the teacher and the rater (observer).

Determining which of the options is feasible shall be the discretion of the teacher and observer, taking into account factors such as class schedules, number of teachers to be observed, and other relevant considerations.

- 5. Does the reduction from 4 to 1 or 2 full-period classroom observations apply to the following school years, meaning there will only be 1 or 2 full-period classroom observations for the school year?**

**A:** The reduction of the required classroom observations from 4 to 1 or 2 shall only be applicable in SY 2024-2025. Separate guidelines shall be issued for the next 3-year cycle of PMES for Teachers.

- 6. How will I be rated in Objective 8 and Objective 9 if I do not have learners with disabilities, giftedness, and talents (Objective 8) and learners in difficult circumstances (Objective 9)?**

For classes and schools with no learners with disabilities, giftedness, and talents (Objective 8) and learners in difficult circumstances (Objective 9), teachers shall integrate into the lesson plan for the classroom observation teaching strategies that could possibly address and respond to the learning needs of these types of learners. The integration of teaching strategies in the lesson plan must be highlighted and annotated.

- 7. What will happen if the teacher does not meet the required COI?**

**A:** Teachers shall get the lowest rating in the rubric level. For example, for Proficient Teachers, the lowest rating in the classroom observation is 3, while for Highly Proficient the lowest rating is 4.

The lowest rating would mean Not observed/not met indicators in the classroom observation

- 8. What happens if my classroom observation is scheduled on a day when I am absent due to an emergency?**

**A:** The classroom observation must be rescheduled as soon as possible, ensuring it is within the 4<sup>th</sup> Quarter timeline.

- 9. If my lesson does not go as planned during the observation, can I request a redo?**

**A:** Classroom observation for purposes of performance evaluation cannot be redone. However, non-rated and formative classroom observations through short-period and walkthrough can be conducted to address gaps identified during the full-period rated classroom observation.

- 10. What if my observer gives me a lower rating in the classroom observation than I expected—can I appeal the score?**

**A:** You can discuss the rating with your observer during the post-observation conference for clarification referring to the actual performance during the classroom observation as noted in the Observation Notes Form. Final ratings are based on reasoned and consensual judgment among multiple observers if applicable.

- 11. If I receive different ratings from multiple observers, which one will be recorded?**

**A:** Observers conduct an Inter-Observer Agreement Exercise to finalize the rating.

12. If my school is affected by a natural disaster, how will my classroom observations be rescheduled?

A: Schools may request for adjustment of the timeline with Schools Division Superintendent (SDS) approval.

**Assessment of Non-Classroom Observable Objectives**

13. Is the assessment of NCOIs done during the post-con, or can the rater schedule a separate date as long as it's not during the year-end? The instructions state that NCOIs should be rated promptly.

A: NCOI assessment may be conducted during the post-conference or scheduled at any time within the fourth quarter, as agreed upon by the rater and ratee.

However, the assessment of lesson plan for Objective 2 (PPST Indicator 1.2.2 for Proficient Teacher) can already be completed before the actual observation, upon the teacher's submission of the lesson plan.

**Submission of MOVs/Portfolio**

14. The effectivity of guidelines is starting 4th Quarter. Can teachers show MOV (e.g., minutes of a consultative meeting with community stakeholders) conducted in previous quarters?

A:

For COIs	For NCOIs
Classroom observations shall be conducted in 4 <sup>th</sup> quarter	Any MOVs across quarters shall be valid and accepted

15. Do I need to prepare a portfolio with my Means of Verification (MOV) for the computation of ratings?

A: A physical portfolio for submission at the end of the school year shall not be required. However, teachers are encouraged to have their own repository of teaching-learning materials/documents to facilitate accessibility and resource sharing.

16. How can I effectively document my progress for non-classroom observable objectives?

A: Maintain a personal repository of teaching-learning materials. Documents are not required in a physical portfolio but should be available when needed.

17. What are the acceptable MOVs for teachers who transferred from one school to another mid-school year? Who validates their MOVs?

**A:** The acceptable MOVs are contained in Figure 7 and Figure 8 of DM 017, s. 2025.

The assigned rater/s of the current school shall validate the MOVs presented for purposes of evaluation.

Approval/signatures from the previous rater shall not be required.

- 18. Should we submit physical or digital copies of MOVs? Are there specific formats we should follow (e.g., PDF, scanned copies)?**

**A:** Submission of portfolio shall not be required. Teachers shall ONLY present to the rater any available relevant MOV from their daily teaching activities. Raters shall immediately evaluate and rate the MOVs presented, then return the document to the teacher.

Physical or digital documents can be presented, depending on its original format.

#### **Computation of Rating**

- 19. What if I receive an unsatisfactory rating—how can I improve before the next evaluation?**

**A:** Use feedback from your rater, attend mentoring and coaching sessions, and apply best teaching practices.

#### **Submission of IPCRF**

- 20. Will our two newly-hired teachers assigned to our school just this January 2025 be required to submit IPCRF for this SY?**

**A:** Yes. Per CSC MC 6, s. 2012, personnel who have already met the required minimum rating period of 90 days in their current position shall be required to accomplish and submit the IPCRF.

- 21. Are teachers on maternity leave for the entire duration of 4th Quarter required to accomplish the IPCRF?**

**A:** No. Teachers who are on maternity leave for the entire duration of 4th Quarter shall no longer be required to submit IPCRF.

For purposes of performance-based benefits, teachers who are on approved leave of absence, such as maternity leave, for the entire period of 4<sup>th</sup> quarter shall use their performance commitment and ratings obtained in the immediately preceding rating period.

