



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
DIVISION OF ESCALANTE CITY



January 8, 2026

**DIVISION MEMORANDUM**

No. 014, s. 2026

**PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) CYCLE  
TIMELINE FOR SCHOOL-BASED AND NON-SCHOOL-BASED PERSONNEL**

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Specialists  
Public Elementary/Secondary School Heads/TICs  
SDO Personnel  
All Others Concerned

1. This Office informs the field on the timeline of the Performance Management and Evaluation System (PMES) Cycle for the school-based and non-school based personnel of DepEd Escalante City Division. This is in reference to DepEd Order No. 2, s. 2015 re: "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)".

2. It aims to improve organizational effectiveness, establish a values-based culture, and enhance service delivery through a continuous cycle of planning, monitoring, reviewing, and rewarding performance.

3. The activity must be aligned with the guidelines that stipulate the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning for schools and offices, covering all officials and employees, school-based and non-school-based, in the Department holding regular plantilla positions. While personnel under contracts of service/job order and LGU-funded employees shall likewise be covered, but for purposes of performance evaluation only.

4. Attached is the SDO Performance Management and Evaluation System (PMES) Cycle Timeline.

5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

6. Immediate dissemination of and compliance with this Memorandum are desired.

**PETER P. GALIMBA**  
Assistant Schools Division Superintendent  
OIC- Schools Division Superintendent

MIANO, EC/SGOD/ 1-08-2026  
Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index under the subjects:

OFFICIALS   PERFORMANCE   ASSESSMENT   POLICY



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Enclosure No. 1 to the Division Memorandum 014 s. 2026

**SDO Performance Management and Evaluation System (PMES) Cycle Timeline**

CYCLE/PHASE	ACTIVITY	SCHOOL-BASED	NON-SCHOOL BASED
<b>Phase I</b> Performance Planning and Commitment	Discussion of Target Setting and Performance Planning	School Head- June 29-30, 2026  Teaching & Non-Teaching- May 26-29, 2026	Non- Teaching & Related Teaching  Jan 20, 2026
<b>Phase II</b> Performance Monitoring and Coaching	Coaching and Mentoring Sessions	School Head- Year Round (School Year)  Teaching & Non-Teaching- Year Round (School Year)	Non- Teaching & Related Teaching  Year Round (Calendar Year)
<b>Phase III</b> Performance Review and Evaluation	Midyear Performance Assessment	School Head-Dec 2026  Teaching & Non-Teaching- Dec 2026	Non- Teaching & Related Teaching  July 2026
	Year end Performance Assessment with Final Rating in OPCRF/IPCRF	School Head- June 2027  Teaching & Non-Teaching- April 2027	Non- Teaching & Related Teaching  December 2026
<b>Phase IV</b> Performance Rewarding and Development Planning	Finalization of Individual Development Plans	School Heads- June 2027  Teaching & Non-Teaching- April 2027	Non- Teaching & Related Teaching  January 2027