



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 04 s. 2026

SDO Performance Management and Evaluation System (PMES) Cycle Timeline

CYCLE/PHASE	ACTIVITY	SCHOOL-BASED	NON-SCHOOL BASED
Phase I 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
Phase II 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)
Phase III 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 OPCR/ICRF	School Head- June 2027 Teaching & Non-Teaching- April 2027	Non- Teaching & Related Teaching December 2026
Phase IV 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

