



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



June 4, 2026

DIVISION MEMORANDUM  
No. 122, s. 2026

**SCHEDULE OF OFFICE PERFORMANCE REVIEW AND EVALUATION OF SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors/Unit Heads  
Education Program Supervisors Head of Each Cluster  
All Elementary and Secondary School Principals/School Heads  
All others concerned

1. This office informs the field of the official schedule for the Office Performance Review and Evaluation of all Public Elementary and Secondary School Heads within the Schools Division Office (SDO) of Escalante for the current evaluation cycle.

2. The primary objective of this review is to assess institutional efficiency, leadership effectiveness, and the implementation of strategic school improvement plans.

3. To ensure a thorough and organized evaluation process, the review will be conducted at the school level according to the schedule attached in this memorandum.

4. School heads must prepare their power point presentation with corresponding MOVs (copy of their performance portfolio), and a copy of their OPCRf with self assessment rating (placed in a white long folder). Evidence portfolio should look like a structured evidence binder rather than a loose collection of papers which contains the key means of verification.

5. For queries or requests for administrative adjustments due to overlapping division commitments, please contact the Human Resource Development Unit (HRDU) or the Office of the ASDS.

6. For your strict compliance and guidance.

**PETER J. GALIMBA**

OIC- Schools Division Superintendent

Reference:

Enclosure: as stated

Allotment:

To be indicated in the Perpetual Index under the following subjects  
ASDS 6-4-2026

SCHOOL HEADS

PERFORMANCE REVIEW



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Enclosure to Division Memorandum 222, s. 2026

**Schedule of Office Performance Review and Evaluation of School Heads**

| Date    | School                              | Validators                    |
|---------|-------------------------------------|-------------------------------|
| June 15 | Escalante National High School      | CID in charge<br>SGOD<br>ASDS |
|         | Alimango Elementary School          |                               |
|         | Washington National High School     |                               |
|         | Washington Elementary School        |                               |
| June 16 | Cervantes Elementary School         | CID in charge<br>SGOD<br>ASDS |
|         | Cervantes National High School      |                               |
|         | Puting-bato Elementary School       |                               |
|         | Teofilo Amante Elem School          |                               |
| June 17 | Old Poblacion National High School  | CID in charge<br>SGOD<br>ASDS |
|         | Escalante Elementary School         |                               |
|         | Danao Port Elementary School        |                               |
|         | Hacienda Fe Elementary School       |                               |
| June 18 | DEDRES                              | CID in charge<br>SGOD<br>ASDS |
|         | Floro T. Bonco FS                   |                               |
|         | Jonobjonob ES                       |                               |
|         | Escalante Central Elementary School |                               |
| June 25 | Magsaysay ES                        | CID in charge<br>SGOD<br>ASDS |
|         | Magsaysay NHS                       |                               |
|         | Tamlang ES                          |                               |
|         | Tamlang NHS                         |                               |
| July 2  | Binaguiohan ES                      | CID in charge<br>SGOD<br>ASDS |
|         | Binaguiohan Ext.                    |                               |
|         | Dian-ay ES                          |                               |
|         | Dian-ay NHS                         |                               |

| Date    | School                      | Validators                    |
|---------|-----------------------------|-------------------------------|
| July 6  | Paitan IS                   | CID in charge<br>SGOD<br>ASDS |
|         | Doña Rosario C. Valdivia ES |                               |
|         | Mabini NHS                  |                               |
|         | Mabini ES                   |                               |
| July 7  | Japitan ES                  | CID in charge<br>SGOD<br>ASDS |
|         | Japitan NHS                 |                               |
|         | Udtongan ES                 |                               |
|         | Rizal ES                    |                               |
| July 13 | Buenavista NHS              | CID in charge<br>SGOD<br>ASDS |
|         | Buenavista ES               |                               |
|         | Langub ES                   |                               |
|         | Langub NHS                  |                               |
| July 14 | Laoyan ES                   | CID in charge<br>SGOD<br>ASDS |
|         | Libertad ES                 |                               |
|         | Libertad NHS                |                               |
|         | Pinapugasan ES              |                               |
|         | Pinapugasan NHS             |                               |
| July 15 | Malasibog IS                | CID in charge<br>SGOD<br>ASDS |
|         | Mercedes Alemany Pareno ES  |                               |