



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

DEC 22 2025

MEMORANDUM

No. 648 s. 2025

**INSTITUTIONALIZATION OF PERFORMANCE TARGET SETTING AND  
DATA VISUALIZATION THROUGH PERFORMANCE DASHBOARDS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors and Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

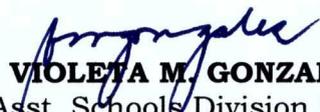
1. In line with the Department's commitment to quality education and the continuous improvement of learner outcomes, as articulated in the Basic Education Development Plan 2030 (DepEd Order No. 24, s. 2022) and the Results-Based Performance Management System (DepEd Order No. 2, s. 2015), this Office hereby mandates the institutionalization of Performance Target Setting and Data Visualization at both the School and Division levels.
2. This initiative aims to strengthen results-based planning, foster a culture of accountability, promote data-driven decision-making, and ensure transparent monitoring and tracking of academic and organizational performance vis-à-vis established targets using performance dashboards.
3. Likewise in line with the Department's commitment to quality education and the continuous improvement of learner outcomes, this Office hereby mandates the institutionalization of Performance Target Setting and Data Visualization at both the School and Division levels. This initiative aims to foster a culture of accountability, data-driven decision-making, and transparent tracking of academic performance against set targets.
4. The implementation of these dashboards is intended to:
  - 4.1 enable visual tracking of disparities between actual performance and established targets;
  - 4.2 deliver timely and actionable feedback to learners, teachers, and school leaders on academic progress; and
  - 4.3 support the design and implementation of evidence-based interventions by the Curriculum Implementation Division (CID) and School Heads.
5. Guidelines on the Class Performance Dashboard (CPD) - School Level  
To track learner mastery at the classroom level, all schools, through the class advisers, are directed to display a **Class Performance Dashboard in every classroom** or a conspicuous area within the faculty room/subject department center.



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- Content: The dashboard must display the Class Mean Percentage Score (MPS) obtained during the Quarterly Examinations (Q1 to Q4) including BYeA and MYeA
  - Target Setting: Pri Performance Institutionalization or to the start of the Academic Year or Quarter, the subject teacher (in consultation with the Department Head/School Head) must set a Target MPS based on previous performance and development goals.
  - Visual Requirement: The dashboard must utilize a Bar Graph format. Crucially, a solid RED LINE must be drawn horizontally across the graph to represent the Target MPS. This allows for an instant visual comparison between the actual MPS (Bar) and the Target MPS (Red Line).
6. Guidelines on the Division Performance Dashboard (DPD) - CID Level  
To monitor system-wide performance, the Curriculum Implementation Division (CID) is directed to display a **Division Performance Dashboard (DPD)** within the CID Office.
- Content: The dashboard must display the Schools' MPS results in various assessments, including but not limited to:
    - Beginning of the Year e-Assessment (BYeA)
    - Quarterly Examinations (Q1 to Q4)
    - National Achievement Test (NAT) recently administered
    - Other Standardized Assessments
  - Target Setting: The CID Chief, in coordination with Education Program Supervisors (EPS), shall determine the Division Target MPS for each standardized assessment type.
  - Visual Requirement: Similar to the school level, the Division Dashboard must indicate the Target MPS using a prominent RED LINE.
7. School Heads are tasked to ensure that all classes have updated dashboards within three (3) days after the release of Quarterly Exam results.
8. The CID Chief, in coordination with the Public Schools District Supervisors (PSDS), shall monitor compliance during regular instructional supervision and school visits, and shall ensure that the Division Performance Dashboard is promptly updated upon the release of standardized assessment data.
9. Attached is a sample visualization guide for reference.
10. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**VIOLETA M. GONZALES, CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

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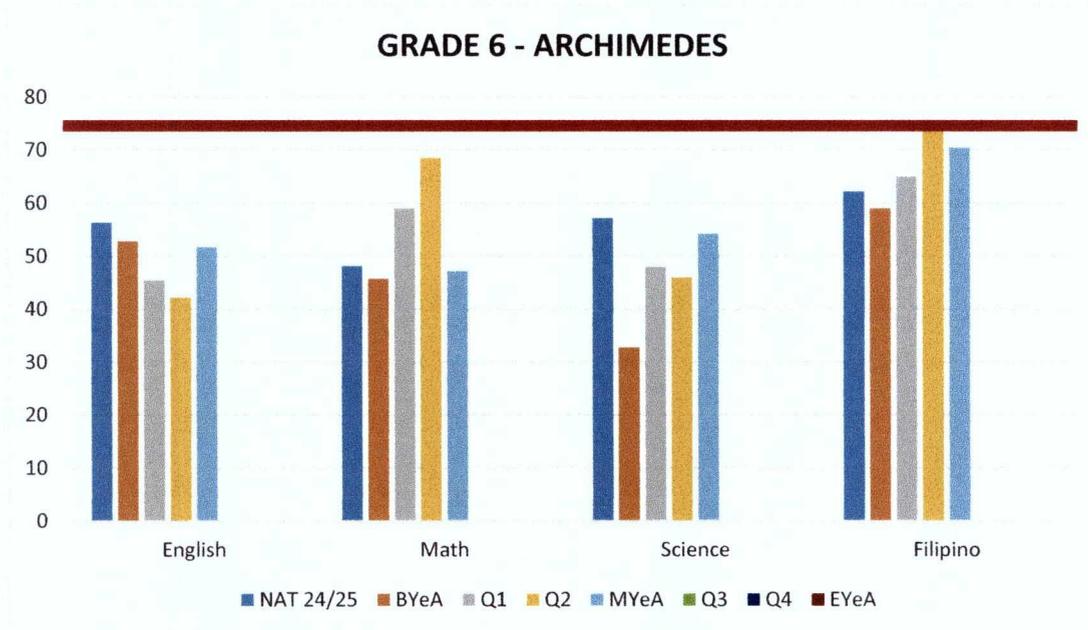
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**SAMPLE VISUALIZATION GUIDE**

1. CLASS PERFORMANCE DASHBOARD



2. DIVISION PERFORMANCE DASHBOARD

