



MU-JAN-417

Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**

**No.: 022, S. 2026**

**PERFORMANCE MANAGEMENT CALENDAR FOR CY 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. This Office announces the timeline for the Performance Management Calendar 2026, in consonance with *DepEd Order No. 2, s. 2015 – Guidelines on the Establishment and Implementation of the Result-based Performance Management System (RPMS) in the Department of Education* and *DepEd Memorandum No. 89, s. 2025 - Guidelines on the Multi-year Performance Management and Evaluation System, for Teachers from School Years 2025-2026 to 2027-2028* :

Group	Phase I Performance Planning and Commitment	Phase II Performance Monitoring and Coaching/Midyear Review	Phase III Performance Review and Evaluation
School-based Personnel	June 2025	Monitoring & Coaching – August 2025 to February 2026  Midyear Review January 26-27, 2026	March 30-31, 2026
SDO-based Personnel	January 2026	Monitoring & Coaching – February to November 2026  Midyear Review – June 3-5, 2026	December 18-19, 2026

2. The Ratee, Raters, Approving Authority at the SDO and school levels are reminded to review their roles as stipulated in *DM 89, s. 2025*:





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RATEE		RATER	APPROVING AUTHORITY
1	Head Teachers with teaching load	School Head	Assistant Schools Division Superintendent
2	Master Teacher (Elementary/JHS/SHS)	School Head	Assistant Schools Division Superintendent
3	Teacher (Elementary)	Master Teacher	School Head
4	Teacher with no Master Teacher (Elementary)	School Head	Assistant Schools Division Superintendent
5	Teacher (JHS)	Master Teacher / Department Head / Assistant School Head	School Head
6	Teacher with no Master Teacher / Department Head (JHS)	School Head	Assistant Schools Division Superintendent
7	Teacher (SHS)	Master Teacher / Department Head / Assistant School Head	School Head
8	Teacher with no Master Teacher / Assistant School Head (SHS)	School Head	Assistant Schools Division Superintendent
9	ALS Teacher (School-based)	Master Teacher / Department Head	School Head
10	ALS Teacher (Community Learning Center)	Functional Division Chief for CID	Assistant Schools Division Superintendent

3. Likewise, for other concerned school-based personnel, Memorandum *DM-OUHROD-2025-0922 - Additional Guidance on The Implementation of Performance Management and Evaluation System (PMES)*, shall be observed, as follows:

RATEE		RATER	APPROVING AUTHORITY
1	School Head / Principal / OIC / TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Assistant School Principal	School Head	Assistant Schools Division Superintendent
3	Department Head	School Head	Assistant Schools Division Superintendent





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4	School-based Non-teaching Staff (Administrative and Finance such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer I)	School Head	Assistant Schools Division Superintendent
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Note: In case there is no applicable rater or approving authority in schools, the rater and the approving authority shall be adjusted accordingly so that the next higher official shall perform such function.

4. Meanwhile the division-based office personnel shall still adhere with the DO 2, s. 2015, as regards the Ratee-Rater-Approving Authority Matrix, as follows:

	<b>RATEE</b>	<b>RATER</b>	<b>APPROVING AUTHORITY</b>
1	Superintendent	Assistant Regional Director	Regional Director
2	Assistant Superintendent	Superintendent	Assistant Regional Director
3	Chief of Division	Assistant Superintendent	Superintendent
4	Education Program Supervisor	Chief of Division	Assistant Superintendent
5	District Supervisor	Chief of Division	Assistant Superintendent
6	Section Chief / Unit Head	Chief of Division	Assistant Superintendent
7	Staff	Section Chief / Unit Head	Head of Division

5. In the administrative context of SDO, the following shall be observed:

	<b>RATEE</b>	<b>RATER</b>	<b>APPROVING AUTHORITY</b>
1	Legal Officer	Assistant Superintendent	Superintendent
2	Information Technology Officer (ITO)		
3	Accountant		
4	Budget Officer		
5	Administrative Officer V		





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6	Unit Heads -Cash Unit -Personnel Unit -Procurement Unit -Records Unit -Supply Unit	Administrative Officer V	Assistant Superintendent
7	Staff/Personnel -Cash Unit -Personnel Unit -Procurement Unit -Record Unit -Supply Unit	Unit Head	Administrative Officer V

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

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects

TEACHERS                      PERSONNEL                      PROGRAM                      ACTIVITIES

IMR/Performance Management Calendar  
022 January 13, 2025