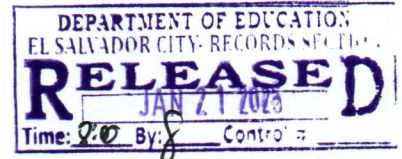




Republic of the Philippines  
Department of Education

REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



January 20, 2025

DIVISION MEMORANDUM  
No. 017, s. 2025

**Special Addendum on Division Memorandum No. 502 s. 2024 Phase IV  
Performance Rewarding and Development Planning of Division Personnel CY  
2024**

To: **Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID/SGOD  
Division Section Heads  
Division Performance Management Team (PMT)  
Division Personnel  
All Others Concerned  
This Division**

1. Relative to the **Division Memorandum No. 502 s.2024 Phase IV Performance Rewarding and Development Planning of Division Personnel CY 2024**, an additional guideline is set in accomplishing the Year-End rating;
2. For transparency, accountability, and objectivity, one cannot claim to have an **Outstanding and its highest Very Satisfactory** rating of the year-end IPCRF if one has the following incompleteness;
  - a.1 Unliquidated Cash advance;
  - a.2 Unutilized amount for Calendar Year 2024 (if you are a program holder), submit justification;
  - a.3 Incomplete submissions of NQMS needed documentation;
  - a.4 Incomplete submissions of IPCRF reports (MRF & Year-end);
  - a.5 Incomplete reports and processing of the PRIME-HRM Validation (PRIME members and In-Charge);
  - a.6 Unutilized funds (by Unit Heads through their members)
  - a.7 Unimplemented program of activities for the Calendar year 2024 (except for Continuing Funds).
  - a.8 Zumba Attendance (attach locator's Slip and Medical Certificate if absent due to a valid reason)
3. If you have any further questions about the following criteria, please see the Performance Management team.
4. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

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*[Handwritten initials]*



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SCHOOLS DIVISION OF EL SALVADOR CITY

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5. This office directs the immediate information, guidance, and compliance.

  
**RANDOLPH B. TORTOLA** *pk*  
Schools Division Superintendent

Reference: DO2\_2.2015

To be indicated in the Perpetual Index

under the following subjects:

SGOD/RPMS/HRD      RPMS      CY 2025



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