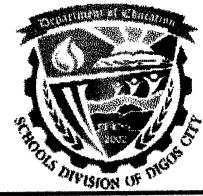




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 742, s. 2017

October 5, 2017

Submission of Action Plan for the Conduct of Mid-Year Performance Review and Evaluation (MPRE)

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. In pursuance to DepEd Order No. 25, s. 2017, re: School Calendar for School Year 2017-2018, this Office reminds the field of the conduct of the Mid-Year Performance Review and Evaluation (MPRE) on October 23-27, 2017.
2. In view thereof, each school is expected to prepare and submit to this Office a Plan of Action on the conduct of MPRE which shall still be subject to the approval of this Office. Deadline of which is October 16, 2017.
3. The conduct of MPRE is an opportunity for the school to do the following:
 - a. To revisit/review the individual targets specified in the Individual Performance Commitment and Review Form (IPCR);
 - b. To review/asses if the individual targets are aligned with the individual mandated duties and responsibilities;
 - c. To review/assess if the individual targets are responsive to the actual needs of the school in consideration to the effective implementation of the different DepEd programs, projects and thrusts; or if responsive to the achievement of the DepEd's vision, mission and goals;
 - d. To review/assess if the teachers' targets are responsive/aligned with the targets of the school heads, which, in turn, are expected to be in alignment with the targets of the Division Office;
 - e. To review the performance of both the teaching and non-teaching staff in the school level in consideration to their targets in the IPCRF for the purpose of identifying what have been accomplished already, what are not, what need to be continued, what need to be improved, what should be done for future direction for improvement, etc.;
 - f. To review/assess one's CGs identifying difficult competencies and those not tackled yet, and for identification of possible actions on how they can be addressed;
 - g. To review/assess performance of pupils/students during the first and second quarters, analyzing possible cause/s of low performances, and identifying possible actions/interventions of addressing the cause/s.
 - h. To conduct school-based trainings which are seen necessary in improving the teachers' knowledge, skills and attitudes (KSA).
4. Having seen the necessity on reviewing/ assessing one's performances in consideration to his/her duties and responsibilities, his/her IPCRF, and the learning outcomes, this Office expects that School Action Plan on the conduct of MPRE shall be in alignment with item #3.
5. The 5-day MPRE is expected to be devoted for school-level activities only; thus, no division activities shall be inserted except the conduct of school monitoring on the implementation of School Action Plan on MPRE.

6. PSDSs In-Charge are likewise expected to provide technical assistance to school heads as to planning, preparation and submission of School Action Plan on MPRE, implementation of the said plan, preparation of templates needed for the conduct of different activities to be done during MPRE, preparation and submission of reports, etc..
7. On areas needing the expertise of program holders, the schools are expected to coordinate with the concerned program holders for technical assistance.
8. For the guidance and compliance of all concerned.

WE Bat

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digo

RELEASED 10393

Date: **OCT 05 2017** 10:07 AM

By: *[Signature]*

Encls: None

References: DepEd Order No. 25. S. 2017

To be indicated in the Perpetual Index under the following subjects:

SUBMISSION OF ACTION PLAN FOR THE CONDUCT OF MID-YEAR PERFORMANCE REVIEW AND EVALUATION (MPRE)

Beverly S. Daugdaug: submission of action plan for the conduct of mid-year performance review and evaluation (mpre)

5 October 2017