



Republic of the Philippines
Department of Education
Region XI

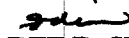

CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City

**Office of the City Schools Division
Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 432, s. 2016

TO : CID and SGOD Chiefs
Public Schools District Supervisors
Elementary School Heads
Secondary School Heads (including DICNHS Annexes and Extensions)

FROM : 
DEE D. SILVA, DPA, CESO VI 
Schools Division Superintendent

SUBJECT : SGOD and CID Chiefs as IPCR Raters of School Heads
in the Absence of the Assistant Schools Division Superintendent

DATE : August 11, 2016

1. The field is hereby informed that, in the absence of the Assistant Schools Division Superintendent, Emmanuel P. Hugo, SGOD Chief, and Beverly S. Daugdaug, CID Chief, shall serve as raters of School Heads in their IPCRs. As raters, they are expected to perform the following:
 - a. Conduct target-setting/IPCR preparation with the School Heads, in consideration to their duties and responsibilities, to clarify directions as bases for performance monitoring and coaching, and for identification of rating particularly at the end of the school year;
 - b. Monitor and provide technical assistance in the implementation of School Heads' targets/IPCR in coordination with the Public Schools District Supervisors, Education Program Supervisors, SGOD and other concerned Division Personnel; and
 - c. Evaluate School Heads' performance, particularly at the end of the school year, in consideration to actual accomplishments as reported by School Heads and as reflected in the monitoring/evaluation/tracking reports submitted/compiled by the Public Schools District Supervisors, Education Program Supervisors, SGOD and other concerned Division Personnel for rating purposes.
2. To do the tasks specified above, Mr. Hugo and Mrs Daugdaug are advised to sit down together to formulate synchronized directions for the accomplishment of the tasks assigned to them.
3. For information, compliance and wide dissemination.

DepEd Schools Division of Digo:

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Date: AUG 11 2016 Time: 4:32

By: 