



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED

Name: _____
Signature: *[Signature]*
Date: *12/11/23* Time: _____

Office of the Schools Division Superintendent

December 11, 2023

DIVISION MEMORANDUM
No. 83-A, s. 2023

**POLICY ON PERFORMANCE MANAGEMENT (PM) OF THE DEPARTMENT
OF EDUCATION – SCHOOLS DIVISION OF MARINDUQUE**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

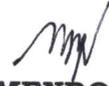
1. Pursuant to Civil Service Commission Memorandum Circular No. 23, s. 2016 titled “*Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)*”, this Office, through the Division Performance Management Team (DPMT), issues the **Policy on Performance Management (PM) of the Department of Education – Schools Division of Marinduque** which has been noted for implementation by the CSC Regional Office IV on December 7, 2023.
2. This policy stipulates the specific mechanisms, criteria, and processes of performance management system from performance planning and commitment to performance monitoring and coaching, review and evaluation, and performance rewarding and development planning. It shall be used by all employees of SDO Marinduque, holding regular plantilla positions and employees holding non-permanent positions. Likewise, these guidelines shall also be adopted for the purpose of continuous improvement and professional development, pursuant to CSC MC No. 17, s. 2002 titled “*Policy Guidelines for Contract of Services*”.
3. Further, this policy imposes the principle of equal opportunity in the implementation of performance management strategies and tools such as the Strategic Performance Management System (SPMS).
4. This policy shall take effect immediately and remain in force unless sooner repealed, amended, or rescinded. All Division issuances on PM which are inconsistent with this policy are hereby rescinded or repealed.
5. The policy can be accessed and downloaded through bit.ly/DivPolicyPMMdq2024.

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
Email: marinduque.@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Marinduque

7. Immediate dissemination of the contents of this Memorandum are desired.



LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encls: as stated

References: CSC MC No. 23 Series of 2016

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

EMPLOYEES
SUPERVISION

FORMS

PERFORMANCE

POLICY

/SGOD-HRDS-KDA

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Marinduque