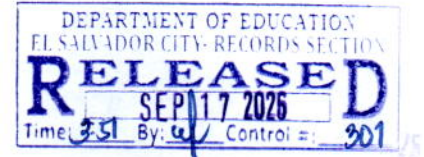




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 17, 2026

DIVISION MEMORANDUM
NO. 301, s. 2026

DESIGNATION OF RATERS AND APPROVING AUTHORITIES FOR THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Education Program Supervisors
All Public Elementary & Secondary School Heads
All Public Elementary & Secondary Teachers
All Section Heads
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 titled "*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*," this Office issues the prescribed framework of Raters and Approving Authorities for the performance evaluation of personnel, school heads, and teachers.
2. This policy aims to streamline the performance review process, provide clear accountability, and ensure uniform implementation of the RPMS across all functional divisions and units.
3. For summary and guidance, all concerned personnel shall refer to the performance review alignment table below:

Office	Ratee	Rater	Approving Authority
Curriculum Implementation Division	CID Personnel	Chief Education Supervisor, CID	Assistant Schools Division Superintendent
School Governance and Operations Division	SGOD Personnel	Chief Education Supervisor, SGOD	Assistant Schools Division Superintendent
Schools	School Heads	Assistant Schools Division Superintendent	Schools Division Superintendent
	Master Teachers	School Head	Assistant Schools Division Superintendent
	Teachers (Schools with Master Teachers)	Master Teachers	School Head

	Teachers (Schools without Master Teachers)	School Head	Assistant Schools Division Superintendent
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4. For the Office of the Schools Division Superintendent (OSDS), please see **Enclosure 1.**

5. All designated Raters are directed to conduct objective and timely performance assessment, coaching, and review using the standard Individual Performance Commitment and Review Form (IPCRF) and Office Performance Commitment and Review Form (OPCRF) tools in accordance with existing RPMS policies.

6. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be included in the **Perpetual Index**
under the following subjects

RPMS OPCRf IPCRF

RATERS AND APPROVING AUTHORITIES FOR OSDS

Office/ Section	Ratee	Position	Rater	Approving Authority
Accounting Office	Maricel B. Jangao	Accountant III	ASDS	SDS
	Sheila Mae B. Acero	Administrative Officer II	Maricel B. Jangao	ASDS
	Jenilyn A. Magnaong	Administrative Assistant III	Maricel B. Jangao	ASDS
	Jan Francis L. Galarrita	Administrative Assistant III	Maricel B. Jangao	ASDS
	Mariela B. Paisano	Administrative Assistant III	Maricel B. Jangao	ASDS
	Alyssa Kristine M. Quitarano	Administrative Assistant III	Maricel B. Jangao	ASDS
Budget Office	Stephanie P. Saligumba	Administrative Officer V	ASDS	SDS
	Maribel C. Edmilao	Administrative Assistant III	Stephanie P. Saligumba	ASDS
	Rose Ann P. Igloria	Administrative Aide IV	Stephanie P. Saligumba	ASDS
Personnel Office	Felanie Marie A. Lim	Administrative Officer IV	ASDS	SDS
	Kenneth Angel B. Guillena	Administrative Officer II	Jeffrey M. Martinez	ASDS
	Remy Jane M. Markinez	Administrative Assistant III	Jeffrey M. Martinez	ASDS
	Ricca Stephanie E. Oco	Administrative Assistant III	Felanie Marie A. Lim	ASDS
	Gerlissa Kristi R. Amoguis	Administrative Assistant III	Felanie Marie A. Lim	ASDS
	Ruth A. Calubag	Administrative Assistant III	Felanie Marie A. Lim	ASDS
	Randy Rhys U. Capistrano	Administrative Assistant III	Felanie Marie A. Lim	ASDS
Records Office	Eleonor R. Isiderio	Administrative Officer IV	ASDS	SDS
Supply Office	Alan T. Saculigan	Administrative Officer IV	ASDS	SDS
	Harold P. Calubag	Administrative Assistant I	Alan T. Saculigan	ASDS
Legal Office	Rhino Y. Perez	Attorney III	ASDS	SDS
	Christian Anthony Esclamado	Legal Assistant I	Rhino Y. Perez	ASDS

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Bids and Awards Office	Rodrigo N. Valmoria, Jr.	Administrative Officer IV	ASDS	SDS
	Apple Kieth B. Arangoso	Administrative Officer II	ASDS	SDS
	Therese Charmaine Y. Estaño	Administrative Assistant III	ASDS	SDS
Information and Technology Office	Sherrie R. Dungog	Information Technology Officer I	ASDS	SDS
Cashier Office	Rizan L. Sardane	Administrative Officer IV	ASDS	SDS
	Michael Aries Quinto	Administrative Aide VI	Rizan L. Sardane	ASDS
Admin Office	Jeffrey M. Martinez	Administrative Officer V	ASDS	SDS
	William C. Mag-away	Driver II	Jeffrey M. Martinez	ASDS
	Rey T. Ramos	Security Guard I	Jeffrey M. Martinez	ASDS
	Allen Dale G. Montuno	Security Guard I	Jeffrey M. Martinez	ASDS
	Jerome Glenn M. Suguilon	Administrative Aide VI	Jeffrey M. Martinez	ASDS
	Gie Grace A. Cesar	Administrative Aide VI	ASDS	SDS
	Secretary of the SDS	Administrative Aide VI	ASDS	SDS