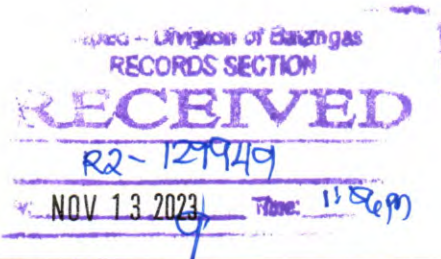




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



November 13, 2023

DIVISION MEMORANDUM

No. 400, s. 2023

SUBMISSION OF SUMMARY OF PERFORMANCE RATINGS FOR SY 2022-2023

- TO:** Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
1. Please be informed that the Summary of Performance Ratings for SY 2022-2023 must be submitted to the Records Office to be signed by the Assistant Schools Division Superintendent correspondingly.
 2. Be guided by the following details pertaining to the proper submission of the Summary of Performance Ratings for SY 2022-2023;
 - a. All the summary of ratings shall be consolidated and submitted per Sub-Office in **ONE (1)** document transaction number only. Utilize the attached template.
 - b. The summary must be in **two (2)** original copies on separate folders which must be labeled as "**Personnel Section File**" and "**School File**".
 - c. The summary for signature of the ASDSs must be transmitted to the Records Office until November 20, 2023 only.
 - d. Use the template which can be downloaded at <http://bit.ly/2022-2023PERFRATINGS>
 3. Submit the **NOTARIZED** Approved Summary of Performance Ratings labeled with "**Personnel Section File**" to the Records Office with a **NEW transaction number** per Sub-Office. The "School File" must be safekept in each respective office.
 4. Moreover, a virtual meeting will be conducted with the district ICT coordinators pertaining to the uploading of the soft copy to the Performance Management Database (PMD). Thus, kindly proceed with the following instructions;

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043) 722-1437 / 722-1796 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.com



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- a. Ready the scanned copy of the notarized and approved summary, and be mindful of the following instructions;
 - i. Scan it in **ONE (1) PDF file** format per school.
 - ii. File Name format must be; 2022-2023PERFRATINGS-NAME OF SCHOOL/OFFICE (e.g. 2022-2023PERFRATINGS-Bauan East CS).
 - iii. Make sure that the scanned/digitized copies are CLEAR, READABLE, and in Portrait orientation.
5. For further questions, you may email us at sdobatangas.records@deped.gov.ph.
6. Immediate dissemination of this Memorandum is enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent


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