



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

15101891

DepEd Region IV-A
DIRECTOR'S OFFICE
OCT 05 2015
By: [Signature] Time:

07 September 2015

*To: SDS
For your guidance,
please pin down your files
at out 2015*

MEMORANDUM

To : Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

Subject: **Online Submission of the Performance Contract and Review Form (PCRF) of the CY 2015 Career Executive Service Performance Evaluation System (CESPES)**

Starting CY 2014, the Career Executive Service Board (CESB) has been implementing the enhanced/online CESPES which is an instrument to measure individual job performance of third level officials and to make the performance evaluation more systematic, efficient and transparent.

In this connection, all third level officials, including those serving in an OIC capacity, are requested to immediately prepare and submit the following CESPES Forms for CY 2015:

1. **Ratee Information Sheet (RIS).** The RIS shall be submitted to the respective Regional and Central Office HR Coordinators, for encoding in the online system all information, including e-mail address of the Ratee and Raters. An automatic e-mail notification that contains instructions and link will be immediately received by the following officials and employees:
 - a. **Third level official (Ratee)** to accomplish the Performance Commitment and Review Form (PCRF); and
 - b. **Immediate Supervisor (Superior Rater)** to approve/disapprove the PCRF of the Ratee.
2. **Performance Commitment and Review Form (PCRF).** Upon receipt of the e-mail notification from CESB, the third level officials are requested to accomplish/encode the PCRF to the online system and shall be approved by the official's immediate supervisor.

For further details and inquiries, please contact your respective HR Coordinators or the Performance Management Division of the CESB at telephone numbers (02) 951-4981.

DepEd Region IV-A
ICT Unit
RECEIVED
7030
Date: 10-5-15 By: atcp

For immediate and strict compliance. Thank you.



RIZALINO D. RIVERA
Undersecretary

Albert'sFiles/Memo/Re:CES