



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 011, s. 2025

**REFINEMENT, CONSULTATION, VALIDATION, AND FINALIZATION OF  
 REGIONAL GUIDELINES ON PERFORMANCE MANAGEMENT**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Regional Functional Divisions  
 All Concerned Personnel

- The Department of Education Regional Office I, through the Human Resource Development Division, will conduct a refinement writeshop, consultation, validation, and finalization of Regional Guidelines on Performance Management.
- The activities aim to provide a clear and unified understanding of the performance management process in the region, ensuring alignment with competency requirements and integration with core HRM areas such as Recruitment, Selection, and Placement (RSP), Learning and Development (L&D), and Rewards and Recognition (R&R).
- Below are the expected participants, schedule, and venue for the various activities:

Activity	Expected Participants	Schedule	Venue
Refinement Writeshop of the Draft Regional Guidelines on Performance Management	1 ARD 8 Chiefs 4 HRDD Personnel 2 PPRD Personnel 2 QAD Personnel 1 AD Personnel 1 FTAD Personnel	January 7-8, 2025 at 8:30AM	Executive Conference Hall
Presentation and Final Consultation on the Regional Guidelines on Performance Management	1 ARD 8 Chiefs 4 HRDD Personnel 2 PPRD Personnel 2 QAD Personnel 1 AD Personnel 1 FTAD Personnel	January 20, 2025 at 8:30AM	Executive Conference Hall
Validation of the Revised Regional Guidelines on Performance Management	SDO RPMS Focal Person, HRDS SEPS & EPS II  HRDD & PPRD Personnel	January 24, 2025 at 8:30AM	Zoom Meeting ID: 883 4770 4723  Passcode: 472620



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Revision of the Validated Regional Guidelines on Performance Management	HRDD Personnel	February 3, 2025 at 8:30AM	HRDD Conference Room
Finalization of the Reviewed Draft Regional Guidelines on Performance Management	HRDD Personnel	February 7, 2025 at 8:30AM	HRDD Conference Room

4. Expenses related to the funded activities such as meals and snacks shall be charged to 2025 Regional MOOE.
5. For queries and other concerns, please email the Human Resource Development Division at [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: None  
 Reference: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

PERFORMANCE                      POLICY

HRDD/rmm/RM\_PMGuidelines  
 January 3, 2025



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