



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 23, 2026

DIVISION MEMORANDUM

No. 444, s. 2026

CONDUCT OF PERFORMANCE REVIEW FOR THE 3RD QUARTER OF FY 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/PICDs
Section/Unit Heads OSDS, CID & SGOD
PPAs Focal Persons/Coordinators
All Others Concerned

1. The Schools Division of Dapitan City shall conduct the **Performance Review for the 3rd Quarter of Fiscal Year (FY) 2026** as part of its commitment to effective performance management, accountability, continuous improvement, and quality service delivery. The said activity and presentation of performance accomplishments, gaps, implementation challenges, emerging concerns, and areas requiring management intervention and technical assistance shall be conducted on **September 24, 2026 from 8:00AM to 12:00Nn** at the **Division Conference Hall**.

2. The Performance Review shall provide an opportunity to assess the progress of the Division and its schools in the implementation of DepEd programs, projects, activities, and key performance commitments during the third quarter. The activity shall strengthen the use of evidence-based information in decision-making and ensure that organizational resources, interventions, and technical assistance are appropriately directed toward the achievement of the Division's targets and desired outcomes.

3. The Performance Review aims to:

- ✧ assess the accomplishments of the Division, offices, units, sections, and schools against their approved targets and performance commitments for the 3rd Quarter of FY 2026;
- ✧ determine the status of implementation of programs, projects, activities, and other priority initiatives;
- ✧ analyze performance gaps, implementation issues, risks, and emerging concerns affecting the achievement of targets;
- ✧ identify appropriate corrective actions, technical assistance, and management interventions to address identified gaps;
- ✧ document significant accomplishments, innovations, good practices, and lessons learned for possible replication and institutionalization; and
- ✧ formulate action points and recommendations to improve performance during the succeeding quarter and ensure the achievement of FY 2026 targets.



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4. The Performance Review shall cover the performance based on their respective Key Result Areas (KRAs) of the following:

- Schools Division Office functional divisions, units, sections, and offices;
- Public schools under the Schools Division of Dapitan City;
- Programs, Projects, and Activities (PPAs) included in approved plans and commitments;
- Key performance indicators and targets for FY 2026;
- Utilization and implementation of programs, budgets and activities supported by resources; and
- Other priority initiatives and directives of the Department of Education.

5. All concerned offices, units, sections, and schools shall prepare their respective **3rd Quarter Performance Review Report** containing, at a minimum, the following:

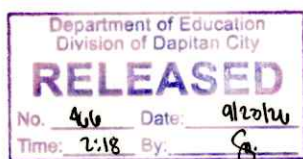
- a. targets and performance indicators;
- b. actual accomplishments;
- c. percentage of accomplishment;
- d. comparison of actual performance against targets;
- e. explanation of significant variances;
- f. issues, challenges, and risks encountered;
- g. interventions/actions undertaken;
- h. technical assistance or management support needed;
- i. significant accomplishments and good practices; and
- j. proposed action points and commitments for the 4th Quarter of FY 2026.

The presentation shall be supported by appropriate **means of verification (MOVs)**, accomplishment reports, monitoring data, financial/resource utilization reports, photographs, and other relevant documents, as applicable.

6. The Performance Review shall be conducted through a structured presentation and discussion of accomplishments. Concerned offices and schools shall present their performance based on the prescribed PIR template. The review shall particularly emphasize: **Situation → Accomplishment → Gap → Root Cause → Intervention → Result → Next Action**. Issues requiring Division-level intervention shall be properly documented and referred to the appropriate office or management committee for action.

7. For more information and/or clarifications, please contact ASDS Santisas: 09171195044.

8. Immediate dissemination and compliance of this Memorandum is desired.



JAY S. MONTEALTO, CESO V
Schools Division Superintendent



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ANNEX A

3RD QUARTER FY 2026 PERFORMANCE REVIEW TEMPLATE

Schools Division of Dapitan City

Office/School: _____

Division/Section/Unit: _____

Name of Office/School Head: _____

Review Period: 3rd Quarter FY 2026

Date of Review: _____

I. PERFORMANCE ACCOMPLISHMENT REVIEW

No.	Key Performance Indicator / PPA	FY 2026 Target	3rd Quarter Target	Actual Accomplishment	% Accomplishment	Variance/Gap	Means of Verification
1							
2							
3							
4							
5							

Guide:

$\% \text{ Accomplishment} = \text{Actual Accomplishment} \div \text{3rd Quarter Target} \times 100$

II. ANALYSIS OF PERFORMANCE GAPS

Performance Indicator/PPA	Identified Gap/Variance	Root Cause/Contributing Factors	Evidence/Data
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Guide Questions:



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1. What target was not achieved or was exceeded?
2. What factors contributed to the performance gap?
3. Was the gap caused by planning, implementation, resources, capacity, coordination, policy, or external factors?
4. What evidence supports the identified root cause?
5. What immediate and long-term actions are necessary?

III. INTERVENTIONS AND TECHNICAL ASSISTANCE PROVIDED

Identified Issue/Gap	Intervention/Technical Assistance Provided	Date Conducted	Responsible Person/Office	Result/Immediate Effect
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IV. SIGNIFICANT ACCOMPLISHMENTS, GOOD PRACTICES, AND INNOVATIONS

Accomplishment/Good Practice/Innovation	Description Evidence/MOV Result/Impact	Potential for Replication
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Narrative of Significant Accomplishment/Good Practice:

V. RESOURCE UTILIZATION REVIEW

Program/Activity/Project	Approved/Available Resources	Utilized Balance	% Utilization	Remarks
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Issues/concerns on resource utilization:

VI. 4TH QUARTER PERFORMANCE IMPROVEMENT AND ACTION PLAN

Priority Gap/Issue	Corrective Action/Intervention	Expected Output/Result	Responsible Person/Office	Timeline	Required Resources	Success Indicator
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VII. MANAGEMENT INTERVENTION REQUIRED

Issue Requiring Division/Management Action	Recommended Intervention	Responsible Office/Person	Target Date	Status/Remarks
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VIII. 3RD QUARTER PERFORMANCE REVIEW SUMMARY

A. Major Accomplishments

- 1.
2. ...

B. Major Challenges/Gaps

C. Key Lessons Learned



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D. Priority Actions for the 4th Quarter

- 1.
- 2.

IX. PERFORMANCE REVIEW COMMITMENT

We hereby certify that the information presented in this Performance Review is based on available records, validated data, and appropriate means of verification. We commit to implement the agreed interventions and action points within the prescribed timelines.

Prepared by:

Name and Signature

Position

Date: _____

Reviewed by:

Name and Signature

Immediate Supervisor/Chief/PSDS

Date: _____

AURELIO A. SANTISAS, CESO VI
ASDS

Noted by:

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent
Schools Division of Dapitan City