



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools
Division Superintendent
DIVISION MEMORANDUM
No. 540, s. 2022


78 JUL 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 497, S. 2022 TITLED
PERFORMANCE RATING ACTIVITIES OF SCHOOL-BASED PERSONNEL
FOR SY: 2021-2022**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. In relation to **DM No. 497, S. 2022 titled Performance Rating Activities of School-Based Personnel For SY: 2021-2022**, this office informs the field on the changes in uploading MOVs though Google Drive for School Heads with outstanding rating.
2. Attached is the revised steps.
3. For queries and clarifications, please contact **Dr. Karl T. Credo**, Focal Person of Program Management System with **contact no. 0977-171-0078**.
4. For proper guidance and compliance.

For the Schools Division Superintendent:


MARCELO K. PALISPIS EDD, JD
OIC-Assistant Schools Division Superintendent
Office-In-Charge

SPP/ MKP-JMA-NLR/OASDS-A/ JMA/mvt
07/8/2022



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Uploading MOVs in Google Drive (for School Heads)

Step 1. Open any web browser. In the address bar, type <https://tinyurl.com/5n79mw52>

Step 2. Select your Congressional District's folder
e.g Second Congressional District

Step 3. Select your District's folder
e.g Sibulan 1

Step 4. Select your Category's folder
e.g. Elementary School Heads MOVs

Step 5. Create your school's folder
Note: Folder name should follow this format
School Name_ School Head's Surname_Firstname
e.g. TubtubonES_Barote_Ligaya

Create five (5) new subfolders under your school's folder

Step 6. Create Domain 1 folder
Upload MOVs combined in one (1) PDF file

Step 7. Create Domain 2 folder
Upload MOVs combined in one (1) PDF file

Step 8. Create Domain 3 folder
Upload MOVs combined in one (1) PDF file

Step 9 Create Domain 4 folder
Upload MOVs combined in one (1) PDF file

Step 10 Create Domain 5 folder
Upload MOVs combined in one (1) PDF file