



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

02 July 2024

DIVISION MEMORANDUM

No. *262*, s. 2024

**VALIDATION AND EVALUATION OF SCHOOL HEADS' OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) FOR SY 2023-2024**

To: Officer-In-Charge, Office of the Assistant Schools Division Superintendent
Chief - School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to **DepEd Order No. 2, s. 2015** entitled *Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS)* in the Department of Education, this Office announces the conduct of the Phase III of the Performance Cycle/Process for School Year 2023 – 2024 which is the Performance Review and Evaluation. The said phase is done at the end of the performance cycle to assess the office performance level based on the commitment and measures as contained in the signed Office Performance Commitment and Review Form (OPCRF).
2. The schedule inclusive of the activity flow of the performance review and evaluation is as follows

Date	Activity
July 3-5, 2024	Preparation of Documents (OPCRF Self-rated together with the MOVs, 5 minute powerpoint presentation) by the School Heads.
July 8-12, 2024	Pre-evaluation of the OPCRf documents in the district office and provision of technical assistance.
July 16-23, 2024	Validation and evaluation of documents by the SDO-Performance Management Team (PMT) at the SDO – Conference Hall
July 31, 2024	Submission of validated copies of the OPCRf, per district, inclusive of the following: a. Summary of the OPCRf Ratings; b. Office Performance Calibration Form; c. Consolidated Performance Monitoring and Coaching Form; and d. Consolidated Development Needs.
August 1-9, 2024	Final evaluation and signing of the rater.
August 12-16, 2024	Return of the signed OPCRf by the rater to school heads



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Date	Activity
August 19-23, 2024	Submission of the signed OPCRf (soft copy) to HRMO Unit, link to be provided.

- As per DepEd Order No. 02, s. 2015, the rater of the school heads is the Assistant Schools Division Superintendent, and the approving authority is the Schools Division Superintendent.
- The rater may assign the following members of the Performance Management Team to assist in the assessment of verifications (MOVs) during the performance review and evaluation.

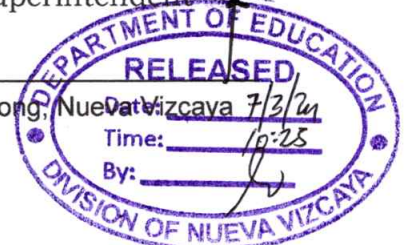
PMT	Function	Office and Position
Adonis C. Ceperez EdD, CESE	Chairman	OIC – ASDS
Romulo S. Ancheta PhD	Co-Chairman	SGOD – Chief
Maricel S. Franco PhD, CESE	Co-Chairman	CID – Chief
Marites E. Vidad	Member	OSDS: AO V
Rommel S. De Gracia	Member	SGOD: SEPS - PAR
Jeassel J. Alayu	Member	OSDS: AO V/Budget Officer
Romeo Emmanuel C. Yarcia II	Member	SGOD: Planning Officer
Noli Mar M. Navarro EdD	Member	SGOD: SEPS-SMME
Marianne C. Eugenio PhD	Member	SGOD: SEPS HRD
Roscoe N. Gacusana EdD	Member	SGOD: SEPS SMAN
Education Program Supervisors (CID and SGOD) Public Schools District Supervisors and District In-Charge		

- Attached are Enclosure No. 1, specific schedule on the presentation of the OPCRf of the School Heads, and Enclosure No. 2, Procedure in the Validation and Evaluation Process.
- Expenses to be incurred relative to the conduct of the said activity shall be charged against school local fund or MOOE subject to the usual accounting and auditing rules and regulations.
- It is expected that all participants shall observe the minimum health protocols in compliance with health standards as pre-emptive interventions to combat any infectious diseases.
- Immediate and wide dissemination of this Memorandum is directed.

ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. ____, S. 2024

Schedule of OPCR Validation and Evaluation per District

Date	District
July 16, 2024	AM: Diadi and Ambaguio PM: Bagabag 1 and Bagabag 2
July 17, 2024	AM: Quezon and Villaverde PM: Aritao East and Aritao West
July 18, 2024	AM: Solano 1 and Solano II PM: Bambang I and Bambang II
July 19, 2024	AM: Bayombong 1 and Bayombong II PM: Dupax Del Sur and Santa Fe
July 22, 2024	AM: Kayapa East and Kayapa West PM: Kasibu East and Kasibu West
July 23, 2024	AM: Dupax Del Norte I and Dupax Del Norte II PM: Alfonso Castaneda

Assignment of the Performance Management Team

KRAs of School Heads	TEAM A	TEAM B
1. Leading Strategically	Rommel S. De Gracia Romeo Emmanuel C. Yarcia II PSDS/DIC	Melany M. Asuncion PhD PSDS/DIC
2. Managing School Operations and Resources	Emerson B. Balut, CPA Ritzelle Marie C. Nicolas	Jeasel J. Alayu Maritess E. Vidad
3. Focusing on Teaching and Learning	Anchor EPS	Anchor EPS
4. Developing Self and Others	Marianne C. Eugenio PhD	Princes C. Aquitania
5. Building Connections	Roscoe N. Gacusana EdD	Noli Mar M. Navarro EdD
6. Other Functions/ Special Assignments	Public Schools District Supervisor (PSDS) or District in-Charge	Public Schools District Supervisor (PSDS) or District in-Charge
Documenter/ Technical Minutes Taker	Clydinne A. Ballon Howard Jean Francois Doles	Darell John de Guzman Ezekel C. Garing
Lead Facilitator Co-Chairman	Jeremie T. Fronda	Erlinda L. Roduta
Chairman	ROMULO S. ANCHETA PhD SGOD Chief	MARICEL S. FRANCO PhD CID Chief
Adviser/Consultant	ADONIS C. CEPEREZ EdD, CESE ORLANDO E. MANUEL PhD, CESO V	



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Enclosure No. 2 to Division Memorandum No. 262, S. 2024

Procedure for the Performance Validation and evaluation Process

- a. School head prints his/her OPCRf with corresponding score assigned to each KRAs with the aligned and required MOVs.
- b. School head presents MOVs through a 5-minute powerpoint presentation (or any other form of presentation). School heads are encouraged to present MOVs with the presentation on their own unique style.
- c. PMT to check the MOVs presented against the OPCRf. Evaluation will be based on the evidence presented in the different KRAs.
- d. If wishes to clarify, the PMT may discuss with the concerned school heads on the MOVs presented.
- e. PMT member in-charge of the KRAs affixes his/her signature to the score appeared in the OPCRf.
- f. One of the members of the PMT affixes his/her signature at the school head's final rating after computing the score as end of the process.
- g. School heads submit validated copy of the OPCRf together with the summary sheet of the results of the validation at the district office for consolidation.
- h. PSDSs and District In-Charge shall submit the following reports to the PMT for division consolidation:
 1. Summary of the OPCRf Ratings;
 2. Office Performance Calibration Form;
 3. Consolidated Performance Monitoring and Coaching Form; and
 4. Consolidated Development Needs.
- i. Soft copies of the duly signed OPCRf will be submitted to the HRMO, link will be provided in the PSDS/DIC Group Messenger.



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PERFORMANCE MONITORING AND COACHING FORM

School Year 2023 - 2024

Name of Employee: _____ Position: _____
 School: _____ District

Key Result Area (KRA)	Development Needs (Based on Phase IV)	Learning Objective	Timeline (Date Asked for Coaching & Mentoring)	Output	Impact/Effect on Job/ Action Plan	Date Accomplished	Name & Signature of Coach/Mentor/ Rater

*Modified from DO 2, s. 2015, DO 42, s. 2017

Ratee: _____ **Rater:** _____
 Name Position Name Position



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Office Performance Commitment Review Form (IPCRF) Results for 2021

District:

Name	Position	District	Self-Rating	Adjectival Equivalent	Final Rating	Adjectival Equivalent

Consolidated by:

Reviewed and Noted by:



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OFFICE PERFORMANCE CALIBRATION FORM

Mark an "x" on the appropriate box:

<input type="checkbox"/>	YES, there is a need to calibrate the CY _____ OPCRf
<input type="checkbox"/>	NO, there is no need to calibrate the CY _____ OPCRf

#	ORIGINAL OPCRf CONTENT (Based on approved 2024 OPCRf)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
1	Example - Objective: Obj. 1. Released draft policy on Business DepEd SPMS Guidelines to Bureau Director by December 2020	Remove Obj. 1 and reschedule for CY December 2021	Due to COVID-19, there was a re-prioritization of office PAs.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
2	Example - Timeline: Obj. 3 timeline is August 2020	Change Obj 3 timeline from August 2020 to December 2020	Adjusted timeline because of change in program design of the activity	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
3	Example - Weight per KRA: Obj 7 weight is 10%	Change Obj 7 weight to 20%	There was a need to adjust the weight for Obj 7 due to re-prioritization of office PAs.	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
4	Example - Performance Indicator: Obj 9 Conducted capacity building to field personnel which key Performance Indicator	Change Efficiency Performance Indicator to: 5-Conducted online workshop in all target regions 6-Conducted online workshop in at least 14 region	Due to COVID-19 pandemic and currently 4th quarter restrictions, face-to-face activities are not allowed	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:

	3. Provided technical assistance to at least 60% RO personnel 2. Provided technical assistance to at least 40% RO personnel 1. Provided technical assistance to below 30% of RO personnel	1. Provided technical assistance to below 30% of RO personnel through virtual meeting			
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**Add rows as may be necessary*

Prepared by:

Recommending Approval:

Name of Ratee and Position

Date:

Name of Rater and Position

Date:

Approved by:

Name of Approving Authority and Position

Date: