



Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

August 22, 2023

**DIVISION MEMORANDUM**

DM no. 327 s. 2023

**EVALUATION AND VALIDATION OF 2022-2023 OFFICE PERFORMANCE  
COMMITMENT AND REVIEW FORM (OPCRF) OF SCHOOL HEADS**

**TO:** Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Other Members of the Performance Management Team & Sub-Teams  
DEXECOM Members  
All others concerned

1. Pursuant to DepEd Order No. 2 s. 2015 titled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this division shall implement Phase III of the Performance Cycle, that is Performance Review and Evaluation through the validation and evaluation of the commitment and targets in the Office Performance Commitment and Review Form (OPCRF) of the school heads on September 4-8, 2023.
2. The Performance Management Team and the sub-teams are tasked to conduct the activity according to the dates and timelines set. They shall be responsible for the coordination with the school heads, through the PSDS, on the specific date within their assigned district. The composition of the teams is found in Enclosure No. 2 of this Memorandum.
3. To ensure proper conduct of the activity, all members of the PMT and sub-teams shall attend the orientation on August 30, 2023 at the SDO lobby from 8:00-11:00 a.m.
4. The Mechanics, PMT teams and sub-teams, Summary of Results and the Development Plan templates are attached as Enclosures 1-4, respectively.
5. Widest dissemination of this Memorandum is desired.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to DM No. 371 s. 2023

**MECHANICS OF THE EVALUATION AND VALIDATION**

1. The school head shall make available the approved OPCRf during the scheduled validation. The folders shall be prepared and arranged by KRA, including the Means of Verification.
2. Only the school head should be present during the validation. However, non-teaching staff of the school may be asked to assist during the validation. Hence, no teacher should be taken out of the classroom to assist the school head.
3. The members of each team shall focus on the KRA assigned to them. However, should other MOVs which are part of other KRAs need to be validated, they may secure them from the other files/folders.
4. The teams shall use the validation tool for this activity. No other tool or requirements should be used, imposed and/or prescribed.
5. In cases when MOVs are not present or insufficient, the school head may request extension of submission, but such should not exceed 5 days from the date of validation.
6. Justification for lacking MOVs may be considered by the team.
7. The teams through their leaders, must give technical assistance to the school head and this must be given before they leave the school.
8. A consolidated report on the result of the validation must be submitted to the Office of the ASDS, who is the rater of school heads, two days after the end of the validation activity.
9. The result of the validation shall be the basis for the performance rewarding, development planning of the ratee and rater, and as an input to the development plan of the division HRD section.



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Enclosure No. 2 to DM No. 327 s. 2023

**PERFORMANCE MANAGEMENT TEAM AND SUB-TEAMS**

Chair : **MA. LUISA T. DELA ROSA**, Asst. Schools Division Superintendent  
Members : **REY BONAYON**, Planning Officer III  
**ANGELO JAMES AGUINALDE**, Accountant III  
**EVA TOLENTINO**, Administrative Officer V  
**CYNTHIA SONEJA**, Education Program Supervisor  
**RUBEN JOSE TRIA**, Elementary Principal's Association Representative (PESPA)  
**FIDEL VEGIM**, Secondary Principal's Association Representative (NAPSSPHIL)  
**JOSE BONIFACIO**, ACT Representative  
**MA. CIELO TUBALE**, NEU Division Chapter Representative  
**ATTY. LOUIE GUERRERO**, PTA Division Federation Representative  
**Administrative Office**

Overall In-Charge: **ROMEL PETAJEN**, Chief, Curriculum Implementation Division  
**MARY JEAN ROMERO**, Chief, School Governance Operations Division

Date	Zone	District	Validators per Key Result Area		
			Instructional and Learning Environment	Human Resource Management & Devt. And Plus Factor	Parents Involvement in Community Partnership & School Leadership, Management & Operations
September 4-8, 2023	Zone I Virac San Andres	Virac North	Mary Jean Romero	Maria Audrea Vivo	Sarah Chiong
		Virac South	Romel Petajen	Dr. Kristine Santelices	Liza Bernardo
		San Andres East	Elias Abundo	Achilles Alberto	Ruben Jose Tria
		San Andres West	Gina Pantino	Marichelle Llave	Erma Pampanga





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## Department of Education

Region V – Bicol

### SCHOOLS DIVISION OFFICE OF CATANDUANES

Zone II Bato Baras San Miguel Gigmoto	Bato East	Gina Custodio	Eva Tolentino	Angelo James Aguinalde
	Bato West	Amelia Cabrera	Miguelito Rodriguez	Amylou Celso
	Baras North	Marisol Lim	Hidelia Posada	Imaculate Latorre
Zone III Bagamanoc Panganiban Viga	Baras South	Gina Templonuevo	Marife Brequillo	Ma. Theresia Abundo
	San Miguel North	Cynthia Soncja Marivic Camacho	Timmy Alcantara	Emeline Francia Abrasaldo
	San Miguel South	Jesslyn Taway	Rey Bonayon	Atty. Norlito Agunday
Zone IV Caramoran Pandanan	Gigmoto	Belen Tapas	Ruth Sorreira	Jose Bonifacio
	Bagamanoc North	Joselito Ruiz	Carol Gil	Peachie Rochelle Chavez
	Bagamanoc South	Ma. Luisa Dela Rosa	Clarissa Magdaraog	Cristina Barrameda
Zone I Panganiban Viga	Panganiban	Nieva Tuibeo	Jane Tuplano	Cherie Perez
	Viga East	Aroline Borja	Rita Tablate	Jennifer Metica
	Viga West	Brenda Villarey	Elizabeth Urbano	Ma. Cielo Tubale
Zone II Caramoran Pandanan	Caramoran North	Frankie Turalde	Ma. Lourdes Sorra	Fidel Vegim
	Caramoran South	Arnold Valledor	Rosario Vegim	Rodger Matenzo
	Pandanan East	Nino Gerard Ceneta	Delfin De Leon	Jogene Alily San Juan
Pandanan West	Jezrahel Omadto	Jose Arcilla Jr.	Abdel Idanan	

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DepEd Tayo – Region V - Catanduanes





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Enclosure No. 3 to DM no. ~~271~~ s. 2023

**SUMMARY OF RESULTS**

<b>KRAs/Objective</b>	<b>Weight Performance Indicators/Target</b>	<b>Actual Results/MOVs</b>	<b>Self-Rating</b>	<b>Validated Rating</b>	<b>Score</b>
KRA 1					
Objective 1					
Objective 2					
Objective 3					
KRA 2					
Objective 1					
Objective 2					
Objective 3					
KRA 3					
Objective 1					
Objective 2					
Objective 3					
KRA 4					
Objective 1					
Objective 2					
Objective 3					
KRA 5					
Objective 1					
Objective 2					
Objective 3					





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- KRA 6
- Objective 1
- Objective 2
- Objective 3

Performance Management/Validating Team

_____	_____	_____
_____	_____	_____
_____	_____	_____

Conferred with:

\_\_\_\_\_ School Head/Ratee





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Enclosure No. 4 to DM No. **327** s. 2023

**DEVELOPMENT PLANS (Part IV of Annex E)**

<b>Strengths</b>	<b>Development Needs</b>	<b>Action Plan (Recommended Developmental Intervention)</b>	<b>Timeline</b>	<b>Resources Needed</b>

Rater

Ratee

Approving Authority



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