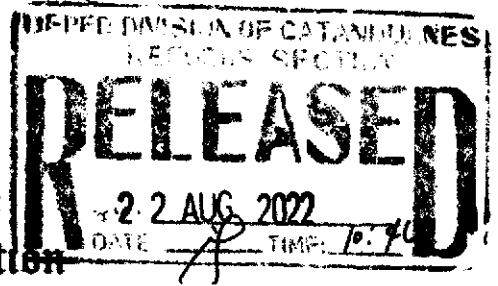




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 22, 2022

DIVISION MEMORANDUM
No. 409, s. 2022

EVALUATION AND VALIDATION OF 2021-2022 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) OF SCHOOL HEADS

TO : Assistant Schools Division Superintendent
Chiefs, CID & 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 August 26, 30, 31 and September 1-2, 2022.
2. The Performance Management Team and the by 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 25, 2022 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.


SUSAN S. COLLANO, CESO V
Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 409, s. 2022

MECHANICS OF THE EVALUATION & 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, nonteaching 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 for extension of submission, but such should not exceed 5days from the date of validation.
6. Justification for lacking MOVs may be considered by the team.
7. Since this is the first time that such activity is conducted, due consideration shall be given to the school heads, thus, making the validation a healthy and school head-friendly activity.
8. The teams through their leaders, must give technical assistance to the school head and this must be given before they leave the school.
9. 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.
10. 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 Division Memorandum No. 409 s. 2022

PERFORMANCE MANAGEMENT TEAM & SUB-TEAMS

- Chair :** Ma. LUISA T. DELAROSA, Assistant Schools Division Superintendent
- Members:**
1. REY BONAYON, Planning Officer III
 2. ANGELO JAMES AGUINALDE, Accountant III
 3. EVA TOLENTINO, Administrative Officer V
 4. CYNTHIA SONEJA, Education Program Supervisor
 5. JOSE BENJO TRIA, Elementary Principal's Association Representative (PESPA)
 6. FIDEL VEGIM, Secondary Principal's Association Representative (NAPSSPHIL)
 7. JOSE BONIFACIO, ACT Representative
 8. MA. CIELO TUBALE, NEU Division Chapter Representative
- Observer :** Atty. LOUIE GUERRERO, PTA Division Federation Representative
- Secretariat :** 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
August 26, 30, 31; September 1-2, 2022	Zone 1 Virac San Andres	Virac North Virac South San Andres East	Gina Custodio Brenda Villarey Elias Abundo	Ruth Sorrera Jane Tuplano Achilles Alberto	Sarah Chiong Liza Bernardo Cherrie Perex





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	San Andres West	Belen Tapas	Marichelle Llave Cristina Barrameda	Erma Pampanga Jose Bonifacio (ACT Representative)
Zone 2 Bato Baras San Miguel Gigmoto	Bato East Bato West Baras North Baras South San Miguel North San Miguel South Gigmoto	Merly Gonzales Amelia Cabrera Nieva Tuibeo Gina Templonuevo Cynthia Soneja Jesslyn Taway	Eva Tolentino Jogene Alily San Juan Hidelita Posada Maria Audrea Vivo Emeline Francia Abrasaldo Rey Bonayon	Rosita Tabirara Amylou Celso Immaculate Latorre Ma. Theresa Abundo Timmy Alcantara Atty. Norlito Jr. Agunday
Zone 3 Bagamanoc Viga Panganiban	Viga East Viga West Panganiban Bagamanoc North Bagamanoc South	Gina Pantino Aroline Borja Henry Marin Miguelito Rodriguez Delfin De Leon	Marisol Lim Rita Tablate Marife Brequillo Rosario Begim Jose Benjo Tria (PESPA Representative)	Clarissa Magdaraog Anavel Joson Peachie Rochelle Chavez Ma. Lourdes Sorra Angelo James Aguinalde
Zone 4 Caramoran Pandan	Caramoran North Caramoran South Pandan East Pandan West	Frankie Turalde Nelson Isorena Nino Gerald Ceneta Jezrahel Omadto	Anjo Tugay Noe Villamartin Arnold Valledor Joselito Ruiz Kristine Santelices	Edgar Rima Rodger Matienzo Ahdel Idanan Ma. Cielo Tubale, NEU Division Chapter Representative Fidel Vegim, CASSH President/NAPSSPHIL Representative)



San Roque, Virac, Catanduanes

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Enclosure No. 3 to Division Memorandum No. 409, s. 2022

Summary of Results

KRAs/Objective	Weight	Performance Indicators/Target	Actual Results/MOVs	Self-Rating	Validated Rating	Score
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						





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Objective 3
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 Division Memorandum No. 409, s. 2022

DEVELOPMENT PLANS (Part IV of Annex E)

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed

Rater

Ratee

Approving Authority



San Roque, Virac, Catanduanes
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