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

March 17, 2023

DIVISION MEMORANDUM
No. __13__ s. 2023

FINALIZATION OF MEANS OF VERIFICATION FOR THE OFFICE PERFORMANCE MANAGEMENT SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge of Districts
All Other Concerned

1. In connection with the evaluation and validation of SDO-OPCRF on March 22-23, 2023, this office will finalize the different Means of Verification coming from the districts and schools on March 20-22,2023 at the CID Office to start at 8:00 am.

2. The objectives of the activity are:
   a. to prepare the different means of verification along Curriculum and Instruction Management;
   b. to conduct a pre-assessment of the different objectives for KRA 2;
   c. Others.

3. All Public Schools District Supervisors are expected to report at the CID office on the specified dates and bring the MOVs attached to this memorandum.

4. Travel expenses related to this activity shall be charged to Local Funds subject to the usual accounting rules and regulations.

5. For information, guidance, and compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encl.:
References:
To be indicated in the Perpetual Index
Under the following subjects:
RGP/ DM CURRICULUM IMPLEMENTATION DIVISIO OPCRF Evaluation/Validation /001/March 17

LIST OF DOCUMENTS FOR SDO OPCRF

KRA 2		MOVs
Objective 1	Memo for Activities on the Conversion of LRs (SLMs, LAS, digital, audio, and video)	✓ Memo on the conversion of MT lesson **(if conducted)** ✓ Program ✓ Completion Report ✓ Attendance Sheet ✓ Pictorials ✓ Soft Copy of conversion
	Inventory and sample of quality-assured LRs converted to other formats	✓ QA Tool of MT **(if conducted)** ✓ Inventory of the MT Competency converted to other formats
	Documents on the actual distribution of Converted LRs to all schools	✓ Acceptance Forms ✓ Pictorial ✓ Program ✓ Minutes of the Meeting for the actual distribution
	Documentation on the Utilization of LRs in districts and schools	✓ Checklist on the utilization (per quarter) ✓ Sample LRs utilized highlighted in DLL/DLP/Raise Plus ✓ Pictorial ✓ Narrative report by district/school ✓ Sample worksheets with answers from the learners (MDL) ✓ Sample reflection of the learner ✓ (Audio-Based Lesson/Radio-Based Lesson, plug and play, Two-way radio) ✓ Sample Classroom Observation Tool of teachers showing the utilization of the LRs
Objective 2	Inventory of contextualized learning resources in K to 3	✓ Materials for MTB ✓ (K to 3) – Inventory **(if conducted)**
	Sample developed learning resources in SPED, ALS and K to 3	✓ Materials for MTB (K to 3) – Sample Videos **(if conducted)**
	Accomplished evaluation tools	✓ QA Tools for MTB (if conducted)
	Accomplished Memo QA Activities	✓ District Memo for QA (MTB) **(if conducted)**
	Distribution list of LRs	✓ Distribution List of LRs
	Acceptance Report of Distributed LRs	✓ Acknowledgment receipt
Objective 3	Memo on Capacity building activities in preparation for appropriate learning deliveries	✓ District Memo ✓ Minutes of Meeting ✓ Attendance Sheet ✓ List of schools per LDM -MDL -Radio-Based -TV Based -Two-Way Radio -Plug and Play -Online
		✓ E- Signature of School Heads