



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

June 14, 2024

OFFICE MEMORANDUM
 No. 211, s. 2024

**WORKSHOP ON THE RECALIBRATION OF THE OFFICE PERFORMANCE
 PLANNING AND ASSESSMENT FOR FY 2024 PER DM-OUHROD-2024-0586**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 OSDS Unit Heads and Program Owners
 All Others Concerned

1. Relative to the issued Memorandum DM-OUHROD-2024-0586 dated March 27, 2024, on the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards, Regional Memorandum No. 0056, s. 2024, on the Workshop on the Office Performance Planning and Assessment for FY 2024 per DM-OUHROD-2024-0586, and Regional Memorandum 00644, s. 2024, on the Dissemination of Agreements and Instructions during the Workshop on the Office Performance Planning and Assessment for FY 2024 and the Updated DepEd RPMS Library Link; this office will be conducting the workshop on the recalibration of the CY 2024 Office Performance Commitment and Review Form (OPCRF) on June 25, 2024 at the SGOD Office at 8:00 AM to 5:00 PM.
2. This workshop aims to extend technical assistance and step-by-step guide to the concerned personnel on the recalibration of the CY 2024 OPCRf following the DM-OUHROD-2024-0586. It is important that the workshop be conducted to be able to submit the expected output to the Regional Office during the last week of June 2024.
3. The expected participants are the following:
 - a. Asst. Schools Division Superintendent
 - b. From the Functional Divisions

CID	SGOD	OSDS
Chief Education Supervisor	Chief Education Supervisor	AO V (Administrative Services)
Education Program Supervisors	Education Program Supervisor	Attorney III (Legal Unit)
	Medical Officer II (School Health and Nutrition Unit)	Division Accountant
	Engineer III (Physical Facilities)	AO IV (Personnel)
	All SEPS	AO IV (Property and Supply Officer)





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

	Planning Officer III (PRS)	AO IV (Records Officer)
	PDO II (DRRM)	ITO I (ICT Unit)
	PDO I (YFD)	

4. All the expected participants are directed to access and download the references found in this link: <https://tinyurl.com/DepEdRPMSLibrary>. NO HARD COPY of materials will be distributed.
5. Please see the indicative program matrix in the enclosure for reference.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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

Indicative Program Matrix

Time	Activity	In-Charge
8:00 – 9:00 AM	Opening Preliminaries	
	Opening Prayer	Floren P. Clavo SEPS-PRS
	Roll Call: Acknowledgement of the Participants	
	Opening Remarks	Romel G. Petajen CES-CID
	Message	Cecile C. Ferro ASDS
Statement of Purpose and Objectives	Mary Jean S. Romero CES-SGOD	
9:00 AM to 12 PM	Interim Guidelines on the Preparation, Submission, Evaluation and Approval of the OPCR Form	Floren P. Clavo SEPS-PRS
	Step-by-Step Guide in Accomplishing the Updated OPCR Form	Rey C. Bonayon Planning Officer III Marivic Camacho EPS-ESP
12:00 PM to 1:00 PM	Lunch Break	
1:00 PM to 3 PM	Workshop on Accomplishing the FY 2024 OPCR Form	Participants
3:00 PM to 5:00 PM	Presentation of Output	