

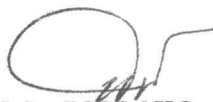
Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

Office of the Schools Division Superintendent

UNNUMBERED MEMORANDUM

OSDS-SDS-UM-1-16-2023/SSC

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Division Performance Management Team
Other DexeCom Members
All Others Concerned

FROM : 
SUSAN S. COLLANO, CESO V
Schools Division Superintendent

SUBJECT : **DIVISION AND REGIONAL ON-SITE VERIFICATION AND RATING OF CY 2022 OPRCFs**

DATE : January 12, 2023

1. Attached is the Memorandum on the conduct of the On-site Verification and Rating of the CY 2022 Office Performance Commitment and Review Form (OPCRF) of the Schools Division Superintendents by the Regional Performance Validation Team (RPVT) on February 6-11, 2023.
2. Relative thereto, all DexeCom members and other concerned personnel are directed to start the preparation for the activity.
3. Similar activity to be conducted in the SDO Proper level shall be announced in a separate Memorandum.
4. The Program Owner of this activity shall be the Office of the Schools Division Superintendent. Thus, the charging of funds shall be the Operational Expenses/Other MOOE as reflected in 2023 Work and Financial Plan.
5. The following shall be the team in-charge of the preparation per Key Result Area, in collaboration with the Division Performance Management Team (DPMT):



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes



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Assigned Area	Person/s Responsible	Support Personnel
Strategic Management and Operations	Chair: Ma. Luisa T. Dela Rosa Members: Eva Tolentino Jennifer Metica Rey Bonayon Anjo Tugay	OSDS Personnel
Curriculum and Instructional Management	Chair: Romel G. Petajen All Education Program Supervisors All Public Schools District Supervisors	CID Personnel
Resource Management	Chair: Angelo James O. Aguinalde Ma. Cielo Tubale Liza R. Bernardo Cristina Barrameda Cherie Perez	Finance Personnel
Human Resource Development and Management	Chair: Marichelle B. Llave Aroline T. Borja Carol Gil Elizabeth Urbano	HRMO Personnel
Partnership & Linkages	Chair: Mary Jean S. Romero Marife Brequillo Immaculate Latorre Kristine Santelices Ma. Audrea Vivo	SGOD Personnel
Plus Factor	Marichell B. Llave Mary Jean S. Romero Atty. Norlito Jr. P. Agunday Roma Angelee Soleybar Linda Icaranom Lester Urbano	PRIME-HRM Key Personnel

6. The Bids and Awards Committee (BAC) is directed to procure the meals and other operational expenses for this activity.
7. The team may create sub-teams to assist them in the preparation of the documents.
8. A meeting of the persons responsible in this activity shall be conducted on January 23, 2023 at the SDO lobby from 8:30 a.m to 11:00 a.m.





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9. A mock evaluation activity shall be conducted on January 31, 2023 to assess the readiness of this division. It is expected that by this date, all Means of Verifications shall have been made available. Each Chair shall present the present the KRA assigned to his/her group. For this purpose, both soft and hard copy of the MOVs, including video or pictorial documentation shall be prepared.
10. Attached is the list of members of the Division Performance Management Team for reference.
11. Expenses relative to this activity shall be charged to division funds, subject to the usual accounting rules and regulations.
12. Immediate dissemination of and compliance to this Memorandum is directed.





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DIVISION PERFORMANCE MANAGEMENT TEAM

Chairperson: Ma. Luisa T. Dela Rosa
Assistant Schools Division Superintendent

Members: Rey C. Bonayon, Planning Officer III
Angelo James O. Aguinalde, Accountant III
Marichelle B. Llave, Administrative Officer IV (HRMO)
Cynthia T. Soneja, Education Program Supervisor
Ruben Jose V. Tria, PESPA President
Edna Marquez, Teacher Association Representative
Fidel Vegim, CASSH Representative
Ma. Cielo Tubale, NEU Representative

Observer: Atty. Louie Guerrero, PTA Federation Representative
Secretariat: Linda A. Icaranom

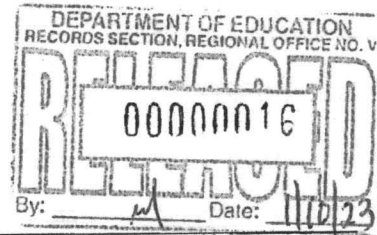
SSC/ DIVISION AND REGIONAL ON-SITE VERIFICATION AND RATING OF CY 2022 OPRCFs
0002/JANUARY 16, 2023



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REGION V - BICOL



Office of the Regional Director

MEMORANDUM

TO : **Assistant Regional Director
Schools Division Superintendents
Chiefs of the Functional and Support Divisions, this Office
All Others Concerned**

FROM : **GILBERT P. SADSAD**
Regional Director

THRU : **RONELO AL K. FIRMO**
Assistant Regional Director
Chair, RPMT

SUBJECT : **SUBMISSION AND PRESENTATION OF CY 2022 OFFICE
PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

DATE : January 9, 2023

1. In accordance with DepEd No. 2, s. 2015 dated February 6, 2015, on the Guidelines on Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education where all DepEd officials and employees are mandated to accomplish and submit the Office Performance Commitment and Review Form (OPCRF), the DepEd RO V through the Regional Performance Management Team (RPMT) and Regional Performance Validation Team (RPVT) will conduct an on-site verification and rating of CY 2022 OPCRFS of the Schools Division Superintendents (SDSs) and Chiefs of RO-FSDs from February 6-11, 2023 and February 20-24, 2023, respectively, following the schedule found in Enclosure No. 1 with the assigned RPMT and RPVT members.

2. Relative to this, all Schools Division Superintendents are hereby required to submit and present the reports and documents for the Means of Verifications (MOVs). Please see Enclosure No. 2 for the Mechanics during the Presentation and Submission of CY 2022 SDOs' Office Performance Rating (OPR). Hard copy of the MOVs shall be placed in one room and be properly labelled per KRA for evaluation during scheduled date of the assigned RPMT and RPVT. If there are missing or additional MOVs required, the RPMT and RPVT assigned may proceed to the concerned office and verify the document.

3. Findings of the RPVT and RPMT shall be presented by the chair of the team for the final evaluation of the ratings by the ARD which shall be subsequently approved by the Regional Director.

4. Coordination meeting of the RPMT and RPVT shall be conducted on January 17, 2022, 9:00 AM at the Director's Conference Room, to facilitate the smooth conduct of the said activity, and tackle matters relative to the validation and rating of the CY 2022 OPCRFS and shall run through guidelines on office assessment and other matters.

5. Travel and other incidental expenses to be incurred by the members of the RPMT and RPVT members shall be charged to the Regional Office Funds (Continuing and Current) subject to the

Enclosure No. 1: Schools Division Offices' (SDOs) and RO-FSDs' Schedule and the assigned RPMT and RPVT

SDOs	Assigned Team	Date and Time
1. Albay 2. Legazpi City 3. Tabaco City 4. Catanduanes	Group 1	February 6, 2023 February 7, 2023 February 8, 2023 February 9-10, 2023
1. Ligao City 2. Iriga City 3. Camarines Sur 4. Naga City 5. Camarines Norte	Group 2	February 6, 2023 February 7, 2023 February 8, 2023 February 9, 2023 February 10-11, 2023
1. Sorsogon 2. Sorsogon City 3. Masbate Province 4. Masbate City	Group 3	February 6, 2023 February 7, 2023 February 8-9, 2023 February 10-11, 2023

Assigned KRA	Group 1	Group 2	Group 3
Chair/Leader:	Roy T. Bañas	Sancha M. Nacion	Evangeline A. Saculo
Strategic Management and Operations	Mercy S. Castillo Shannon D. Abogado Michelle P. Pequeña Priscilla J. Ombao	Andrew P. Raguero Lida R. Alcantara Roy G. Rapsing Manuel F. Babasa	Hallen R. Monreal Jocelyn O. Dy Rosylin S. Loria
Curriculum and Instructional Management and Plus factor	Grace U. Rabelas Shiela C. Bulawan Nora J. Laguda Teresa C. Buasan	Joan L. Lagata Ricardo M. Tejeresas Maria Ayrin B. Adriano Casiano B. Perdigonos Jr.	Francisco B. Bulalacao, Jr. Loyd H. Botor Chozara P. Duroy Joy C. Chavez
Resource Management	Teresa C. Arcayera Ilya O. Vargas	Rose Ann B. Tubig Zer Jethro Rodmell A. Roscuata	Sonia A. Bandola Joy B. Margallo
Human Resource Development and Management	Mary Ann T. Bañas Paraluman M. Torregoza	Catalina P. Garcia Ma. Corazon A. Aler Thelma N. Navera	Johanna Marie M. Llegado Jeremy A. Atad Joe-Bren L. Consuelo
Partnership and Linkages	Maria Cristina G. Baroso Maria Rosalia Vivien Maninang	Ronald C. Asis Deo R. Moreno	Israel F. Parra Marites O. Rabulan
Documenter	(from Personnel Section)	(from Personnel Section)	(from Personnel Section)

Inter-FSD Schedule and Validator

Date	FSD	Validator
February 20, 2023	PPRD	HRDD
February 20, 2023	FTAD	ESSD
February 21, 2023	CLMD	QAD
February 21, 2023	ESSD	Administrative Division
February 22, 2023	HRDD	FTAD

Enclosure No. 2: Mechanics during the Presentation and Submission of CY 2022 SDOs' OPR

	Activities	In-charge
Upon Arrival	An envelope will be distributed by documenter containing the following: <ol style="list-style-type: none"> a. CY 2022 OPCRF b. List of pre-identified minimum MOVs c. Rating Templates 	Documenter
Pre-evaluation	Ask for the OPR of the concerned SDO with Self-Rating <ol style="list-style-type: none"> a. Copy the indicated self-rating in the templates under the column self-rating b. Make sure that self-rating is in whole number (5, 4, 3, 2, 1) 	SDO Personnel
Evaluation	<p>1. Be guided by item no. 36 -38 of DO 2, s. 2015 –</p> <p>Item No. 36. The RPMS shall put premium on KRAs towards the realization of organizational vision, mission, strategic priorities and the OPIF log frame. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents, or any output as proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.</p> <p>Item No. 37. Office and Individual Performance Assessment. The head of office, in coordination with the Planning Office, shall assess the performance of the office visà-vis the committed targets at the beginning of the performance cycle. The rater and the ratee shall discuss and agree on the individual assessment based on the actual accomplishments of each of the KRAs and Objectives. The final rating shall be based solely on the accomplishment of the specific objectives as measured by the Performance Indicators. The OPCRF and IPCRF shall be accomplished and completed by the rater and the ratee to:</p> <ol style="list-style-type: none"> i. Reflect actual accomplishments and results; ii. Rate each of the objectives; iii. Compute for the score per objective; iv. Determine the overall rating for accomplishments; v. Reach an agreement; and vi. Assess the competencies. <p>Item No. 38. Initial self-rating shall be encouraged prior to the rater-ratee discussion</p> <p>2. Each In-charge RPMT/ RPVT should confer with the team leader on the rating. If additional MOVs will be presented in lieu of what is indicated in the List of MOVs, the in-charge and team leader should agree if the score will be adopted or not.</p> <p>3. All rating sheets should be given to the documenter. The documenter should immediately encode the rating in the templates.</p> <p>4. Team leader should confer with the RPMT Chair on per objective rating to reach an agreement for final rating.</p>	In-charge RPMT/RPVT
Post Evaluation	<p>1. Conduct Exit Conference-</p> <ol style="list-style-type: none"> a. Appreciation b. Strong points/Strengths c. Weakness, if any 	Team Leader SDO Key Personnel RPMT/RPVT