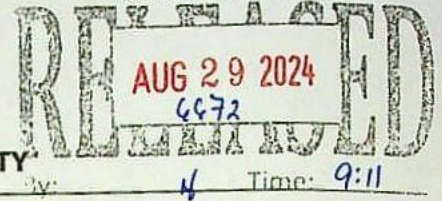




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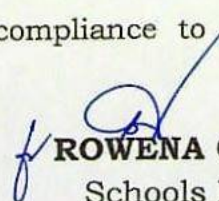
August 28, 2024

DIVISION MEMORANDUM
No. 331, s.2024

**DIVISION VALIDATION AND EVALUATION OF ELEMENTARY AND SECONDARY
SCHOOL HEADS' OFFICE PERFORMANCE COMMITMENT
AND REVIEW FORM (OPCRF) SY 2023 - 2024**

TO: Asst. Schools Division Superintendent
Chief, CID & SGOD
Performance Management Team (PMT)
Education Program Supervisors
Public School District Supervisors
Public School Principals/SHs (Elem & Sec)
All others concerned

1. Pursuant to DepEd Order No. 2, s. 2015 entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", this Office announces and hereby issues the instructions and schedule of Phase III of the Performance Cycle/Process for School Year 2023 - 2024 which is the Performance Review and Evaluation.
2. The following documents are enclosed for your reference:
Enclosure 1: Instructions for the Performance Review and Evaluation
Enclosure 2: Schedule of Office Performance Review
Enclosure 3: Validating Team Assignments
Enclosure 4: List of Sample Means of Verification
3. Expenses to be incurred in the conduct of the said activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance to this memorandum is hereby directed.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum 331, s. 2024

INSTRUCTIONS FOR THE PERFORMANCE REVIEW AND EVALUATION

Submission of Documents

1. A self-rated OPCRf and documents for verification of performance are expected to be submitted together with the documents to be evaluated on the scheduled day of evaluation.
2. Documents should be organized in folders according to their respective KRAs, with clear labels aligned with a table of contents or checklist. All MOVs must be submitted as a complete set, rather than in separate parts or pieces.

Evaluation

3. The School Head may be accompanied by one (1) non-teaching personnel either an AO/PDO or ADAS in charge during the performance evaluation schedule.
4. School heads, scheduled by batch, will be simultaneously evaluated by the Validating Team assigned to each KRA.

General Reminders on RPMS Phase III: Performance Review and Evaluation (in reference to DepEd Order No. 2, s. 2015 (Item No. 36, 37, and 38)

Item No. 36

The RPMS shall put premium on KRAs towards the realization of organizational vision, mission, strategic priorities and the OPCF 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.**



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Item No. 37

Office and Individual Performance Assessment. The final rating shall be based solely on the accomplishment of the specific objectives as measured by the Performance Indicators. The OPCRf shall be accomplished and completed by the rater-ratee to:

- a. reflect actual accomplishments and results;
- b. rate each of the objectives;
- c. compute for the score per objective;
- d. determine the overall rating for accomplishments;
- e. reach an agreement; and
- f. assess the competencies

Item No. 38

Initial self-rating shall be encouraged prior to the rater-ratee discussion.

5. As per DepEd Order No. 2, s. 2015, the raters of the School Heads are the Assistant Schools Division Superintendents, and the approving authority is the Schools Division Superintendent.
6. Raters appoint members of the RPMS Validating Teams to assist in assessing the **presence, completeness, and accuracy** of the Means of Verifications (MOVs) during performance reviews.
7. Validating Teams must verify that the MOVs align with the corresponding Key Result Areas (KRAs).
8. The Validating Team member responsible for each KRA initials or signs the assigned score.
9. The School Head shall meet the Assistant Schools Division Superintendent for the conduct of the Exit Conference.
 - a. Appreciation
 - b. Strong Points/Strengths
 - c. Weakness, if any
 - d. Developmental needs
 - e. Final Rating
 - f. Signing of Ratee and Rater on the OPCRf



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Enclosure No. 2 to Division Memorandum 331, s. 2024

SCHEDULE OF OFFICE PERFORMANCE REVIEW

Venue: Division Training Center (DTC)

| Date | Time | | Schools | School Head |
|-----------------|-----------------------|----|------------------------|--------------------------|
| Sept 3, 2024 | 8:00 AM – 12:00 NN | 1 | Lomboy ES | Ronel T. Salazar |
| | | 2 | Suit ES | Cindy A. Gano |
| | | 3 | Pugaro IS | Gary B. Desoloc |
| | | 4 | Pantal ES | John Silvester A. Alipio |
| | | 5 | Salapingao ES | Jose P. Cardoso |
| | 1:00 – 5:00 PM | 6 | Juan P. Guadiz ES | Reynaldo D. Cabusi |
| | | 7 | T. Ayson-Rosario ES | Rodante D. Llamas |
| | | 8 | Leon Francisco MES | Mary Ann C. Carrera |
| | | 9 | Federico N. Ceralde IS | Maricris P Ferrer |
| | | 10 | Sabangan ES | Verena R. Bautista |
| Sept 4, 2024 | 8:00 AM – 12:00 NN | 11 | Caranglaan ES | Alvin A. Bautista |
| | | 12 | Mamalingling ES | Rochelle T. Aquino |
| | | 13 | Bolosan ES | Jonathan Salazar |
| | | 14 | Salisay ES | Marnelli Cochangco-Sonza |
| | | 15 | Victoria Q. Zarate ES | Shezydee E. Agas |
| | 1:00 – 5:00 PM | 16 | Pogo-Lasip ES | Editha V. Luna |
| | | 17 | Lasip Grande ES | Jennifer M. Pulido |
| | | 18 | Mangin Tebeng ES | Jimmy D. Cancino |
| | | 19 | Tambac ES | Milagros Embuido |
| | | 20 | Tebeng ES | Edwina R. Carrera |
| Sept 9, 2024 | 8:00 AM - 12:00 NN | 21 | Bliss ES | Jose Q. Taparo |
| | | 22 | Bonuan Buquig ES | Agnes T. Calicdan |
| | | 23 | Calmay ES | Corazon L. Cerezo |
| | | 24 | Carael ES | Renato D. Benitez |
| | | 25 | GGDPES | Medarlo V. De Leon |



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| Date | Time | | Schools | School Head |
|------------------|-----------------------|----|-------------------------|---------------------------|
| | 1:00 – 5:00 PM | 26 | Bonuan Boquig NHS | Markconi F. Taroma |
| | | 27 | JJDVSTVSS | Renato R. Santillan |
| | | 28 | Carael NHS | Bernadette B. Castro |
| | | 29 | Salapingao NHS | Bernadette Azurin |
| | | 30 | Dagupan City NHS | Willy Guieb |
| Sept 10, 2024 | 8:00 AM – 12:00 NN | 31 | Juan L. Siapno ES | Elmer B. Amansec |
| | | 32 | Lucao ES | Jeryllee P. Tolentino |
| | | 33 | Malued ES | Ma. Rita Teresa V. Rinoza |
| | | 34 | West CES II | Jennifer M. Festejo |
| | | 35 | West CES I | Agape M. Nabua |
| | 1:00 – 5:00 PM | 36 | East Central IS | Reymond N. Villare |
| | | 37 | Bacayao Sur ES | Ma. Imelda A. Infante |
| | | 38 | Pascuala G. Villamil ES | Marisel M. Gatchalian |

Note:

Should there be a change in schedules, it shall be communicated to the concerned through text messaging, CP calls or other modalities.



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Enclosure No. 3 to Division Memorandum 331, s. 2024

VALIDATION TEAM ASSIGNMENTS

| | |
|--|--|
| Domain 1 Leading Strategically | Edilberto R. Abalos PSDS In-Charge |
| Domain 2 Managing School Operations & Resources | Harking C. Reyes Zenaida Q. Peralta Engr Grace Tatum Grace L Manzano |
| Domain 3 Focusing on Teaching & Learning | Maria Linda R. Ventenilla Cherry A. Cayabyab Renata Rovillos |
| Domain 4 Developing Self and Others | Myrel Angelica N. Lopez Irish J. Solis |
| Domain 5 Building Connections | Vladimir C. Parayno Isagani D. Rosario |

Secretariat: Joann L. Jimenez
Jennette A. Sison



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Enclosure No. 4 to Division Memorandum 331, s. 2024

LIST OF SAMPLE MEANS OF VERIFICATION
SY 2023 – 2024 Office Performance Commitment and Review Form (OPCRF)

| KRAs | MOVs |
|---|--|
| Leading Strategically (School Leadership) | <ul style="list-style-type: none"> • Approved SIP/ LRP/ AIP; • Action Plan; • Summary of rating of evaluated PPAs; • Accomplished M and E Tool per PPA; • Accomplishment Report of All PPAs; • Quarterly PIR Report • Accomplished SBM self- assessment tool (SY 2022-2023 & SY 2023-2024) • SMEA • List of PPAs Implemented (With Documentation) |
| Managing School Operations and Resources (School Leadership Management and Operations) | <ul style="list-style-type: none"> • Monthly/Quarterly MOOE Liquidation Report supported by copy signed Check Disbursement Register(CDR); School Canteen Report • Certificate of No Suspension/Disallowance from COA/Accounting Unit • School Memo, Accomplishment/Narrative report or completion report) showing compliance on the following: Enrolment Policy, RPMS, Learning resources (Localization of LMs) • Procurement Documents; • Teacher's Assignment (SF7); Designation Order on Coordinatorship; • Hiring/ Selection, M & E, Data Management, etc. • Narrative report on Fire and Earthquake Drills (Quarterly and Unannounced) <ul style="list-style-type: none"> ○ Report on School Hazard Mapping ○ Contingency Plan ○ Evacuation Plan ○ Result of Survey |



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| KRAs | MOVs |
|---|--|
| | <ul style="list-style-type: none">• School Memo; DRRM Action Plan; DRRM Accomplishment Report;• M and E results (DRRM and Physical Facilities);• Result of Child Friendly School Survey;• Site Appraisal and Inspection report;• Validated NSBI Report• EBEIS• NSBI• APP-CSE• Class and Teachers Program |
| Focus on Teaching and Learning (Instructional Leadership) | <ul style="list-style-type: none">• Summary Report on the Learner's Proficiency Level; SF 5;• SMEA/QAR• Approved Research Proposal;• Acknowledgment of Completed Research, Corroboration,• Certificate of participation on Research Fora/ Conference;• Submitted/ Approved Policy Recommendation• Inventory list of developed and utilized materials per learning area;• Sample of developed learning resources;• Result of LR Validation Tool; Certification from LR• School Manual• Minutes of General Assembly/Consultative Meeting• COT & Observation Notes• Supervisory Accomplishment Report• Consolidated Report on ECCD• Consolidated Report on FLAT, CRLA, Phil-IRI (English & Filipino)• Basic Facts Results & RMA Results• Quarterly Test Results• Sample DLL with the Integration of Laboratory Learning Utilization• Inventory Report of Learning Resources |



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| KRAs | MOVs |
|---|---|
| Developing Self and Others (Human Resource Management) | <ul style="list-style-type: none"> • SLAC (LAC Plan, Team Meeting Minutes, School Memo); • INSET (Training Needs Assessment Result, Approved Proposal, Activity Request/Authority to Conduct, Training Matrix, Program Management Team with Terms of Reference, Work and Financial Plan, Accomplishment Report, M&E Evaluation Report, Attendance Sheet, Registration Form, Pre-Test and Post Test Results and Analysis, Slide Decks, School Memo); • Professional Development Programs (Approved PDP, Training Needs Assessment, Needs Assessment Result based on ESAT, Summary of the Individual Development Plan, List of L&D Providers) • Database of Individual Professional Profile, Summary of IPP, List of School-led Trainings, Number of Trained Teaching/Non-teaching Personnel • Designation Orders • List of Personnel with Scholarship Grants • List of Personnel enrolled/finished Graduate Studies • Rewards and Recognition (PRAISE System Document, School PRAISE Composition, Approved R&R Activity, School Memo, Minutes of Meeting, Accomplishment/Completion Report, Profiling of School Awardees • Induction Program for Beginning Teachers (IPBT Action Plan, List of Newly Hired Teachers with 0-3 years experience, Accomplishment/Completion report) • Performance Management (Accomplished Performance Assessment tool, Accomplished Coaching Form) |
| Building Connections (Parent Involvement and Community Partnership) | <ul style="list-style-type: none"> • MOA/MOU; • DOD/DOA/AR; • PAR/ICS • Adopt-A-School Report/Donations uploaded in the DPDS; • School Brigada Eskwela Report • Report on resource generated/volunteers; Narrative report/documentation of the Program/Project/Activity/ies of the |



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| KRAs | MOVs |
|------|--|
| | <p>school that is /are supported by stakeholders/ community</p> <ul style="list-style-type: none">● List of Partners/School Database of Stakeholders● School Memo;● Attendance Sheet <p>(e.g. Report on Inclusive Practices; Gulayan sa Tahanan; Wellness activity; SOSA, etc.)</p> <ul style="list-style-type: none">● Accomplishment on the following activities: (Stakeholders Appreciation Program; SOSA; etc.)● School Memo;● List of Officers of the following school organization<ul style="list-style-type: none">○ PTA○ SELG/SSLG○ Faculty Club○ School Governance Council (SGC)● Notice of Meeting, Minutes of Meeting & Resolutions of the following school organization<ul style="list-style-type: none">○ PTA○ SELG/SSLG○ Faculty Club○ School Governance Council (SGC)● Accomplishment Report of the following school organization<ul style="list-style-type: none">○ PTA○ SELG/SSLG○ Faculty Club○ School Governance Council (SGC) |



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