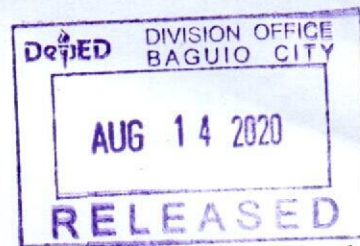




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



Office of the Schools Division Superintendent

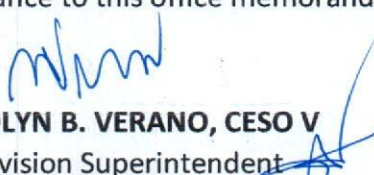
August 13, 2020

Office Memorandum No. 019, s. 2020

MIDYEAR REVIEW AND ADJUSTMENT/CALIBRATION OF OPCRF AND IPCRFs OF THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION

To: All Concerned

1. During the period of State of National Emergency due to COVID-10 pandemic, as issued by the Civil Service Commission (CSC) through Memorandum Circular (MC)10 s. 2020 and pursuant to Resolution No. 2000540, there were disruptions in the implementation of Programs, Projects and Activities in all government agencies due to the Enhanced Community Quarantine (ECQ). Hence, adjustment of plans and other program of work were agreed on.
2. Guided by the directives, the School Governance and Operations Division (SGOD) shall conduct a Midyear Review and Adjustment/Calibration of the Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) on **August 17, 2020, 8:30 AM onwards** via face to face methodology.
3. Objectives of the activity are:
 1. Review the SGOD OPCRF
 2. Align the target to that of the SDS OPCRF
 3. Determine targets and indicators that need adjustment
 4. Conduct the calibration/adjustment per section
 5. Engage in the OPCRF/IPCRF workshop activity.
4. Participants are:
 1. EPS-SGOD
 2. SGOD Section Heads including the 3 Heads of the Health & Nutrition Section
 3. EPS-II
 4. Planning Officer
 5. Program In charge of the following:
 1. Health and Welfare
 2. DRRM
 3. Youth Formation
5. Participants are requested to bring their own laptops for the workshop.
6. Please see attached matrix for your reference.
7. Immediate dissemination and compliance to this office memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Matrix of Activities

Time	Activities	Focal
8:30-8:40	Preliminary Activity: Welcome Remarks- Jerry Ymson Energizer - Dr. Roy Ananayo Acknowledgement of Participants- Elaine Cabuag Message: Marie Carolyn Verano Statement of Purpose- Jovelyn Balantin	Youth Formation Focal
8:40-9:10	Revisit of DO 2. S, 2015 Non -School Based Personnel	Jovelyn T. Balantin SEPS-HRD
9:10-10:00	Status of the 2020 SGOD OPCRf (Commitment) Determine indicators/target for adjustment	Soraya T. Faculo ASDS OIC- Office of the SGOD Chief
10:00-10:20	Presentation of the Division OPCRf	Reynalyn T. Padsuyan SEPS-P and R
10:20-12:00	Workshop/Calibration of the SGOD OPCRf (per section)	Jerry C. Ymson EPS- SGOD
12:00-1:00	Lunch Break	
1:00-2:00	Presentation of Output	
2:00-2:30	Closing/Ways Forward Announcement	Jerry C. Ymson

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