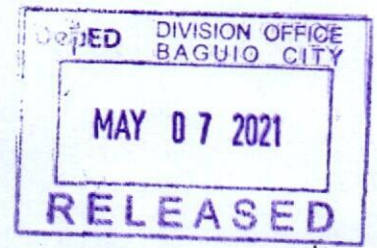




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



May 6, 2021

Division Memorandum

Number: 126, s. 2021

CALIBRATION OF THE OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) DUE TO COVID-19 PANDEMIC

To: Division Chief Education Supervisors
All Public Schools District Supervisors
All Division Office Section and Unit Heads
All Others Concerned

1. In response to the COVID-19 pandemic, the Department of Education underwent adjustment, re planning and re strategizing to ensure that the agency's programs, systems and processes remain relevant to address the needs of our internal and external stakeholders and to guarantee unhampered delivery of basic education services through the adoption of Basic Education Learning Continuity Plan (BE-LCP).
2. Consistent with the commitment of the Department to ensure that continued delivery of services, programs and projects, the monitoring and evaluation of each office and individual performance of personnel remain crucial as it contributes to organizational and individual effectiveness, this Office through the School Governance and Operations Division- Human Resource Development Section will conduct a virtual orientation/workshop on how to calibrate Office Performance Target and Individual Performance Target Emergency Due to COVID-19 Pandemic on **May 12, 2021** via Microsoft Teams.
3. The objectives of this activity are as follows:
 - A. Orient all DO key personnel and PSDSs on how to calibrate CY 2020 Office Performance Targets.
 - B. Conduct workshop on calibrating of CY 2020 Individual Performance Target
 - C. Be familiar on the process of facilitating performance calibration in preparation for school and district rollouts.
4. Participants are the following:
 1. SDS
 2. ASDS
 3. Division Chiefs
 4. Division Core Team and all Section/Unit Heads
 5. ALS representatives
 6. All PSDSs
5. The calibrated OPCRf and IPCRF shall be submitted to the Planning Office on or before **May 18, 2021**.



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6. All expenses incurred relative to the conduct of this activity is charged against HRTD funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this memorandum is enjoined.

MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

Hrds-jtb 5/6/21



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