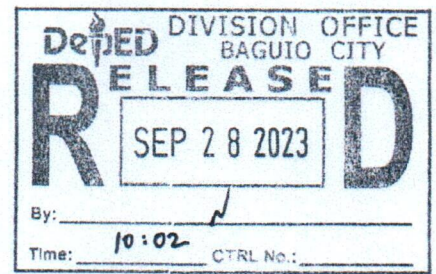




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



September 27, 2023

DIVISION MEMORANDUM

No. 382-2023

**CONDUCT OF THE PERFORMANCE REVIEW AND EVALUATION
 OF THE OFFICE PERFORMANCE AND COMMITMENT AND
 REVIEW FORM (OPCRF) OF SCHOOL HEADS**

To : All Public Schools District Supervisor
 All Public Elementary School Heads
 All Public Secondary School Heads
 All PMT Members
 Others Concerned

1. In view of the DepEd Order 2, s. 2015 titled "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education", this office announces the field on the conduct of the performance and evaluation of Office Performance Commitment and Review Form (OPCRF) of School Heads for SY 2022-2023.
2. To facilitate the packaging of MOVs, hereunder is the list of documents needed Verifications to be attached vis-à-vis the KRAs and objectives as provided in the OPCR for school heads, to wit:

Key Result Areas (KRAs)	Objectives	Performance Indicator	Means of Verification
School Leadership Management and Operations	Implemented the AIP 2022-2023	Percentage/number of PAPs implemented	Certification issued from Planning/Report on the percentage of AIP PAPs implemented
	Developed Strategic Plans (WFP, SIP, AIP, APP, DRRM plan, BE-LCP, AILAMP for SY 2021 - 2022	No. of Strategic Plans developed and submitted	Certification issued from Planning/Copy of the approved WFP, SIP, AIP, DRRM Plan, BE-LCP, AILAMP
	Evaluated performance of school teachers,	Percentage adjustment/catch-up plans developed	Report on the percentage of adjustment/catch-up plans developed and implemented





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	and other school-based personnel on a quarterly basis	and implemented	
	Improved the School-Based Management Level of practice	SBM rating/surveillance assessment	SBM School self-assessment Certification of SBM Level of Practice
	Implemented DRRM Plan and COVID-19 Precautionary Measures	Percentage of DRRM Plans implemented	Certification issued by DRRM/Implementation/Accomplishment Report on DRRM Plans implemented vis-à-vis DRRM Plan
	Implemented innovative practices in the school operations	No. of Innovative practices implemented	Approved proposal and approved final paper of the innovative practices
	Managed the conduct of educational research in the school	No. of research approved	Certification issued from Planning/Approved research proposal and approved final paper cover page
Instructional Leadership	Developed contextualized LRs	Percentage of the required LRs	Certification from LRMS on the number of LR developed/contextualized
	Conducted monthly monitoring and evaluation to teachers in the delivery of the K-12 curriculum within the rating period	Percentage of teachers monitored and evaluated	Certification issued by PSDS/List of teachers monitored; Report on the number of teachers monitored and evaluated
	Provided technical assistance to teachers and other school-based personnel in the delivery of K to 12 curriculum as needed	Percentage of teachers and school-based personnel were recommended by SMEA were given TA	School TA Plan showing the number of teachers and non-teaching personnel provided with technical assistance
	Conducted 2 rated classroom observations based in RPMS-PPST within the rating period	Percentage of teachers were observed and rated twice within the rating period	Summary of Classroom observations conducted per quarter showing the no. of teachers observed and rated



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Human Resource Development and Management	Implemented School Professional Development Plan	Percentage of SPDP activities implemented	Report on the percentage of SPDP activities implemented certified by the PSDS
	Evaluated the performance of school teachers and other school-based personnel	Percentage of the teachers and other school-based personnel have undergone the PMS Cycle	Report on the no. of school based personnel who underwent RPMS Cycle; Summary of performance rating of teachers and personnel
	Recognized outstanding performance of teaching and non-teaching employees by the end of the rating period	Percentage of employees were awarded/recognized	Report on the no. of personnel awarded, recognized or given spot awards within the SY
Resource Management	Improved disbursement rate of school's MOOE fund	Percentage disbursement rate of school MOOE's fund	Certification on disbursement of school MOOE certified by the Accounting office prepare by financial staff of the school
	Improved implementation of School MOOE vis a vis AIP/SIP	Percentage PAPs implemented using school MOOE	Accomplishment report on the no. of PAPs implemented using the School MOOE as source of fund to be certified by the Accounting office or duly assigned representative
	Updated PPEI of the school	Percentage of updated report on physical count of the school PPE	Certification issued by supply officer/RPCSP, RCPPE forms
Partnership and Linkages	Improved implementation and PAPs through partnership with stakeholders	Percentage of PAPs implemented	Certification issued by SOCMOB/Accomplishment report on the percentage of PAPs implemented through PNLO; Copy of MOA/MOU





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	Identified resource needs of school and created opportunities for partnership in relevant areas	No. of partnership with stakeholders	Report on the number of partnership sourced out certified correct by SOCMOB
Special Assignment			Designations; Accomplishment report on PAPs implemented vis-à-vis action plan

3. The school heads are advise to bring with them these documents in two copies during the hereunder schedule of the conduct of review and rating as follows:

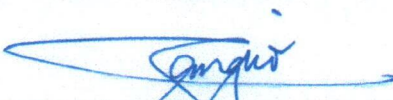
Date	Time	District
October 3, 2023	1:00 PM – 5:00 PM	District 1-2 (Elementary)
October 4, 2023	8:00 AM - 12:00 NN	District 3-4 (Elementary)
	1:00 PM – 5:00 PM	District 5-6 (Elementary)
October 5, 2023	8:00 AM- 12:00 NN	District 7-8 (Elementary)
	1:00 AM – 5:00 PM	District 9-10 (Elementary)
October 6, 2023	8:00 AM – 12:00 NN	District 1-5 (Secondary))
	1:00 PM – 5:00 PM	District 6-10 (Secondary)

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4. Immediate and wide dissemination of this memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
 Asst. Schools Division Superintendent
 OIC – Office of the Schools Division Superintendent

For the OIC-Schools Division Superintendent:


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
 Asst. Schools Division Superintendent

