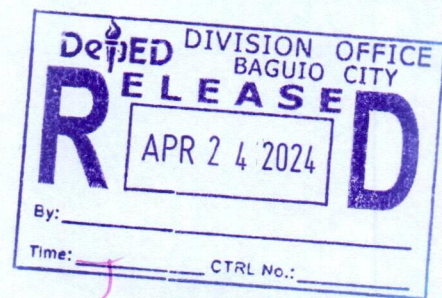




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 22, 2024

**DIVISION MEMORANDUM**

No. **252-2024**

**CONDUCT OF THE ONSITE VALIDATION AND ASSESSMENT OF SCHOOL HEADS' OFFICE PERFORMANCE AND COMMITMENT VIS-À-VIS OPCR**

To : All Public Schools District Supervisors  
 Public Elementary School Heads  
 Public Secondary School Heads

1. In reference to DO 2, S. 2015 on Performance Cycle, Phase III : Performance Review and Evaluation, this office announces the conduct of the onsite validation and assessment of Office Performance Commitment of School Heads for SY 2023-2024.
2. The objective of the activity is as follows:
  - a. To assess the school heads' performance level based on the commitment and measures as contained in the signed OPCR.
  - b. To determine the progress in achieving the objectives
3. Mechanism:
  - The PMT will go to the District Offices, School Heads will converge at their respective District Offices
  - School Heads will bring their Means of Verifications (MOVs) and prepare slide decks for the presentation of OPCR and accomplishments (see Template in Enclosure 1)
4. The following PMT group members is as follows:

<b>Groupings</b>	<b>PMT Members</b>
Group A	Carmel F. Meris Nieves Ebanio Lilibeth Degsi PESPA President Olivia Gomez
Group B	Marina Tabangcura Jovelyn Petra Balantin BCSTEA President NAPSSHI President Ma. Louella Moncada





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5. The validation and assessment of Schools Heads with the PMT will be on the following schedule:

<b>Date</b>	<b>District to be Assessed</b>	<b>Assigned Group</b>
June 10, 2024	District 1 & 2	Group A
June 11, 2024	District 5 & 6	Group A
June 13, 2024	District 9	Group A
June 10, 2024	District 3 & 4	Group B
June 11, 2024	District 7 & 8	Group B
June 13, 2024	District 10	Group B

6. Schools need not prepare meals or tokens during the validation.
7. Enclosure 2: Means of Verification to be attached vis-à-vis the KRAs and objectives.
8. 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



**KRA 1. School Leadership Management and Operations**

<b>Objectives</b>					
<b>KPI</b>					
<b>Target Date</b>				<b>Weight</b>	
<b>Output/Accomplishment</b>					
<b>Actual Result</b>				<b>Rating</b>	<b>Score</b>
<b>Q</b>	<b>E</b>	<b>T</b>	<b>Average</b>		
<b>MOV Presented:</b>					

**KRA 1. School Leadership Management and Operations**

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<b>Target Date</b>				<b>Weight</b>	
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<b>MOV Presented:</b>					



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Enclosure 2:

Key Result Areas (KRAs)	Objectives	Performance Indicator	Means of Verification
School Leadership Management and Operations	Implemented the AIP 2023-2024	Percentage/number of PAPs implemented	Report on the percentage of AIP PAPs implemented
	Developed Strategic Plans (WFP, SIP, AIP, APP, DRRM plan & BE-LCP	No. of Strategic Plans developed and submitted	Copy of the approved WFP, SIP, AIP, DRRM Plan & BE-LCP
	Evaluated performance of school teachers, and other school-based personnel on a quarterly basis	Percentage adjustment/catch-up plans developed and implemented	Report on the percentage of adjustment/catch-up plans developed
	Improved the School-Based Management Level of practice	SBM rating/surveillance assessment	SBM School self-assessment
	Implemented DRRM Plan and COVID-19 Precautionary Measures	Percentage of DRRM Plans implemented	Implementation/Accomplishment Report on DRRM Plans implemented
	Implemented innovative practices in the school operations	No. of Innovative practices implemented	Approved proposal and approved final paper cover page
	Managed the conduct of educational research in the school	No. of research approved	Approved research proposal and approved final paper cover page





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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	List of teachers monitored; Report on the number of teachers monitored and evaluated with their signatures
	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
Human Resource Development and Management	Implemented School Professional Development Plan	Percentage of SPDP activities implemented	Report on the percentage of SPDP activities implemented
	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 PMS 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 or duly assigned representative





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	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
	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
	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			Assignment order/designations/Coordinatorship Accomplishment report on PAPs implemented







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