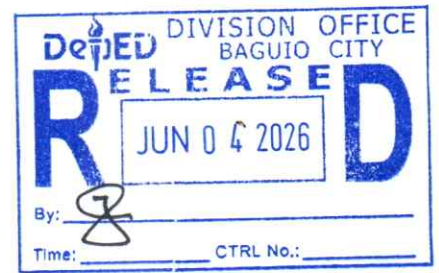




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY



June 4, 2026

**DIVISION MEMORANDUM**

No. **382-2026**

**ORIENTATION AND TESTING OF FOCAL VALIDATOR ACCOUNTS ON THE E-OPCRF PORTAL**

To: Focal Persons  
 All Others Concerned

1. This Office will conduct an orientation and system testing session for all SDO focal persons assigned as validators in the electronic Office Performance Commitment and Review Form (e-OPCRF) Portal.
2. The session will cover the following:
  - a. Overview of the e-OPCRF validation workflow and focal role responsibilities;
  - b. Hands-on walkthrough of the Focal Validator Dashboard;
  - c. Validation and rating of assigned objectives (Quality, Efficiency, Timeliness);
  - d. Unlock and modify feature for validated ratings; and
  - e. Testing of individual focal accounts using the test school data.
3. Details of the activity are as follows:

<b>Date</b>	June 5, 2026 (Friday)
<b>Time</b>	9:00 AM - 11:00 AM
<b>Platform</b>	Zoom Video Conference
<b>Meeting ID</b>	896 8695 6340
<b>Passcode</b>	Yq1GtF

4. The following focal persons are expected to attend:

Focal Unit	Obj #	Objective Description	Dimensions
SDO Planning and Research	1	Developed School Improvement Plan (SIP) aligned with the Basic Education Development Plan (BEDP)/Region EDP/Division EDP and the 5-point agenda	Q/T
	5	Managed collaboration with school personnel in the conduct of research and utilization of findings in facilitating data-driven and evidence-based innovations to improve school performance	Q/E/T



	7	Achieved the targeted performance indicators of learners in Elementary and Secondary levels	Q/E/T
<b>Focal Unit</b>	<b>Obj #</b>	<b>Objective Description</b>	<b>Dimensions</b>
SDO SMME	1	Developed School Improvement Plan (SIP) aligned with the Basic Education Development Plan (BEDP)/Region EDP/Division EDP and the 5-point agenda	E only
SDO SOCMOB	2	Oversee the functionality of the School Governing Council (SGC) and stakeholder engagement in school and community improvement	Q/T
SDO Asset Management	9	Ensured establishment of shared accountability in managing school facilities and equipment in adherence to policies, guidelines, and issuance on acquisition, recording, utilization, repair and maintenance, storage and disposal	Q/E/T
SDO DRRM	11	Managed school safety for disaster preparedness, mitigation, and resiliency to maintain continuous delivery of instruction in collaboration with the wider school community	Q/E/T
SDO SBFP	12	Effectively managed health and nutrition services with division and community health personnel to ensure physical and mental well-being of learners	Q/E/T
SDO SNED	15	Ensured customized learning goals and inclusive classroom practices for learners with disabilities	Q/E/T
SDO Procurement	17	Ensured compliance to procurement laws/guidelines	Q/E/T
SDO ICT	19	Managed the maintenance of ICT Systems and Infrastructure of the School to effectively support operations through automation of work- and education-related processes	Q/E/T
SDO Finance	22	Financial Stewardship — Utilized 98% of the budget allocation in accordance with the quarterly disbursement program with no overdraft/deficit/disallowance from oversight agency/ies	Q/E/T
SDO AOV	16	Ensured the proper and prompt provision of personnel action and compensation	Q/E/T
	23	Process Improvement — Streamlined core processes	Q/E/T



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		and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization/digitization	
SDO DPAC	24	Client Satisfaction — Achieved 100% resolution and compliance rate to #8888 and CCB complaints within the prescribed processing time with at least Satisfactory overall average result on the Client Satisfaction Measurement	Q/E/T

5. All concerned are requested to attend and to comply with the schedule of this online meeting.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

**SAMUEL T. EGSAEN JR. EdD, CESO VI**  
Assistant Schools Division Superintendent