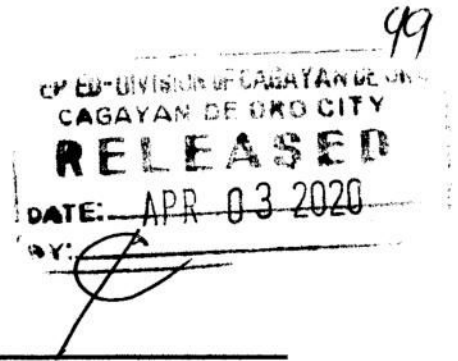




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

April 3, 2020

**MEMORANDUM**

TO: Assistant Schools Division Superintendent  
Chief Education Program Supervisor - CID  
Education Program Supervisors  
Public Schools District Supervisors  
Performance Management Team  
All Public Elementary and Secondary School Heads  
Technical Working Committee  
All others concerned

**SCHEDULE OF ONLINE SCHOOL OFFICE PERFORMANCE  
COMMITMENT REVIEW FORM (OPCRF) FINAL EVALUATION  
FOR SCHOOL YEAR 2019-2020**

1. **SCHEDULE.** All concerned school heads, assigned evaluators and TWG are hereby informed of the following schedule for the School OPCRf Final Evaluation for SY 2019-2020 through **ONLINE/VIDEO CONFERENCE, via workplace:**

DISTRICT	DATE
SOUTHWEST I	April 13, 2020, 8:30 AM - 12:00 NN
CENTRAL	April 13, 2020, 1:30 - 5:00 PM
SOUTH	April 14, 2020, 8:30 AM - 12:00 NN
SOUTHWEST II	April 14, 2020, 1:30 - 5:00 PM
WEST I	April 15, 2020, 8:30 AM - 12:00 NN
WEST II	April 15, 2020, 1:30 - 5:00 PM
EAST I	April 16, 2020 8:30 AM - 12:00 NN
EAST II	April 16, 2020 1:30 - 5:00 PM
NORTH I	April 17, 2020, 8:30 AM - 12:00 NN
NORTH II	April 17, 2020 1:30 - 5:00 PM

2. **EVALUATORS AND WORKING COMMITTEE.** The following Division personnel shall be assigned to facilitate the validation of the self-rating through online/ video conference via workplace:



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048

KRA	Team A (Elementary)	Team B (Secondary)
A. Instructional Leadership	<i>PSDS of the Concerned District</i>	<i>PSDS of the Concerned District</i>
B. Learning Environment	<i>Sol Aceron</i>	<i>Jerry Roble</i>
C. Human Resource Management & Development	<i>Ray Maghuyop Derrold Marl Aves</i>	<i>Romeo Aclo Derrold Marl Aves</i>
D. Parents' Involvement	<i>Eduardo Cartel Jean Loquillano</i>	<i>Juan Mingo Jean Loquillano</i>
E. School Leadership & Management Operations	<i>Eulogio Suaner Arnel Calubag Rodolfo Bayeta</i>	<i>Jean Macasero Arnel Calubag Rodolfo Bayeta</i>
F. Other Tasks	<i>Lorebina Carrasco</i>	<i>Rosalio Vitorillo</i>
Secretariat/Documents Incharge	<i>Jairus Gochuco Ryan Blanco</i>	<i>Leah Manzano Jimboy Eugenio</i>
Video Conference TWG	<i>Eleanor Rollan, James Sijo, Shiela Lagrama</i>	

- 2.1 The PSDS concerned will plot the schedule of their district and shall provide the other evaluators of the said schedule. Each ratee will be allotted a maximum of 15 minutes per KRA during the validation process, with a total of 30 minutes maximum per ratee.
- 2.2. Education Supervisors and Division personnel assigned to different KRAs shall validate the self-rating in each objective with the documents that the school head will present during the video conference.
- 2.3. The assigned secretariat will prepare the equipment and set-up for the video conferencing. The committee will provide the evaluators the accomplished self-rating forms and to facilitate the signing of the said documents by the rater and the approving authority.
3. **RATEES/SCHOOL HEADS.** School heads shall accomplish the online self-rating evaluation form via google form at [bit.ly/OPCRFDepEdCDO](https://bit.ly/OPCRFDepEdCDO) from **April 6-7, 2020**. Please refer to the process flow chart attached herewith.
  - 3.1 The final rating summary form shall be accomplished and signed by the ratee. The scanned copy of the accomplished form shall be emailed to [eleanorconsejo.rollan@deped.gov.ph](mailto:eleanorconsejo.rollan@deped.gov.ph) on or before **April 8, 2020**.
4. The printed copy of the 2019-2020 OPCRf in the standard format with the approved rating shall be submitted to the District Supervisors on **April 20-22, 2020** for indorsement to the ASDS and SDS.
5. For immediate dissemination and compliance.

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048

## Modified OPCRF Final Rating Process Division of Cagayan de Oro City

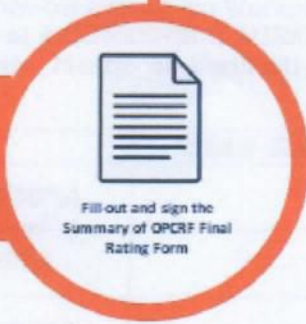


April 6-7, 2020

**STEP 1: Comply the OPCRF Self-Rating form online via [bit.ly/OPCRFDepEdCDO](http://bit.ly/OPCRFDepEdCDO)**

April 8, 2020

**STEP 2: Fill out and sign the Summary of OPCRF Final Rating Form. Send it to [eleanorconsejo.rollan@deped.gov.ph](mailto:eleanorconsejo.rollan@deped.gov.ph). Send a copy as well to your PSDS.**



Within the period of April 13-17, 2020



**STEP 3: Video conference via Workplace with your respective Raters to verify your Self-Rating and arrive at a **CONSENSUS AGREEMENT** for your OPCRF Final Rating. Prepare all the necessary Means of Verifications (MOVs) during this session.**

Within the period of April 20-22, 2020



**STEP 4: Consensus OPCRF Final Rating will be forwarded to the Office of the ASDS for endorsement and to the Office of the SDS for approval.**



This is an initiative of the Division Office of Cagayan de Oro City, spearheaded by SDS Cherry Mae L. Limbaco, to disaster-proof DepEd processes.





Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**OPCRF FINAL RATING SUMMARY**

Review Period: S.Y. 2019-2020 (May 2019 to April 2020)

<b>Name of Ratee</b> (Last Name, First Name, M.I.)	
<b>Position</b>	
<b>School</b>	

Instructions:

Below is the OPCRF Final Rating table. Fill out the SELF-RATING column. Sign this form and email it to: [eleonorconsejo.rollan@deped.gov.ph](mailto:eleonorconsejo.rollan@deped.gov.ph) Send a copy as well to your PSDS.

The Secretariat will facilitate your video conference via Workplace with your respective Raters to verify your Self-Rating and arrive at a CONSENSUS AGREEMENT for your OPCRF FINAL RATING. Prepare all the necessary Means of Verifications (MOVs) during the video conference.

	<b>KRA</b>	<b>SELF-RATING</b>	<b>FINAL RATING</b>
1	<b>Instructional Leadership (30%)</b>		
2	<b>Learning Environment (15%)</b>		
3	<b>Human Resource Management and Development (15%)</b>		
4	<b>Parents' Involvement and Community Partnership (10%)</b>		
5	<b>School Leadership and Management Operations (20%)</b>		
6	<b>Other Tasks (10%)</b>		
<b>GRAND TOTAL</b> IN NUMERICAL VALUES UP TO 3 DECIMAL PLACES			
<b>ADJECTIVAL DESCRIPTION OPCRF SELF-RATING</b>			

\_\_\_\_\_  
Ratee's signature over printed full name

**ALICIA E. ANGHAY**  
Asst. Schools Division Superintendent  
Rater

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent  
Approving Authority