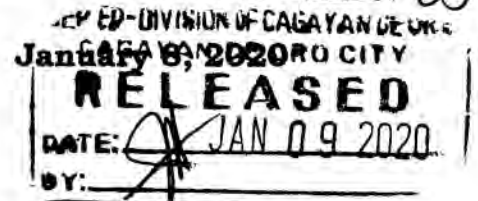




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



MEMORANDUM

TO: All Concerned Division Office personnel, Program holders
and Focal persons

**SCHEDULE FOR DIVISION OFFICE PERFORMANCE COMMITMENT FORM
(OPCRF) FINAL EVALUATION**

1. With reference to DepEd Order No. 2, series 2015 on the *Guidelines on the Establishment and Implementation of the Result-Based Performance Management System (RPMS)* in the Department of Education, all concerned are hereby directed to attend the 2019 OPCRF Final Evaluation on January 13, 2020 at the Division Office Canteen Conference Room.
2. All concerned division program coordinators and focal persons are hereby required to provide the reports and documents for the Means of Verification for the 2019 OPCRF of the Division Office. Said required documents and concerned persons in charge are listed in Table 1 herein attached. Hard copy of the said reports shall be submitted for evaluation during the said date.
3. Immediate dissemination and compliance to this Memorandum is desired.


CHERRY MAE L. LIMBACO
Schools Division Superintendent



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| KRA | OBJECTIVE | MOVs |
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| I. Strategic Management and Operations (Education Plan, Policies, Programs Management and M&E; Ancillary services to operations such as ICT, DRRM, Health and Nutrition and internal communications) FOCAL: SGOD | 1.1 Ensured delivery of quality and accessible basic education through formulation of evidence-based and collaboratively planned programs and initiatives translated in the Division Education Development Plan (DEDP). | 1. DEDP (Planning personnel); 2. Program Plans, Work and Financial Plans (HR, Finance); 3. Executive Reports, primers, other supporting documents (Program holders, M&E) |
| | 1.2 Assured the formulation of evidence-based policies for implementation anchored on the Division Education Development Plan/Strategic Plan | 1. Approved Program Implementation Plans of different programs and initiatives (Planning personnel) ; 2. PMIS-supported conduct of program activities (Planning & Accounting); 3. Monitoring, Evaluation and Adjustment (MEA) Reports and Program Implementation Review (PIR) Reports (M&E) ; 4. Rapid Assessment Report on impact of the program to performance (Research & M&E); |
| | 1.3 Intensified the monitoring and evaluation of the Division Education Development Plan (DEDP) implementation. | 1. DEDP (Planning); 2. Annual Implementation Report (Program holders) 3. SMEA/DMEA Synthesis Report (M&E) |
| | 1.4 Strengthened the culture of research through the production of quality and relevant proposals based on the research agenda of basic education research. | Focal Person: Reseach Coordinator; 1. Summary of research proposals approved by the SDO Research Committee; 2. Research journals; 3. Accomplishment Reports; 4. Memoranda; 5. Other forms of documentation |
| | 1.5 Intensified the assessment of SBM level of practice and provision of Technical Assistance in all public elementary and secondary schools | FOCAL PERSON: E. SUANER: 1. Summary Report on schools assessed; 2. Memoranda on SBM assessment at the DO and RO levels; 3. Consolidated TA Plan and Accomplishment Report |
| | 1.6 Ensured efficient flow of communication within the division and across all levels of DepEd, other agencies and stakeholders. | FOCAL PERSON: Kristian, Receiving, Releasing Staff 1) Quarterly inventory of logbooks/ transmittals (received/ released); 2. Executive Summary Report |
| | 1.7 Ensured timely and accurate submission of data through the different information systems; namely: LIS, BEIS, PMIS, Learning Resource Portal, Inventory System, HRIS | FOCAL: PLANNING PERSONNEL: 1. Summary of schools who submitted accurate and updated BEIS; 2. Screenshots of schools with validated data; 3. Memoranda; Systems Updating Focal Persons: LIS (c/o Planning) BEIS (c/o Planning) PMIS (c/o Planning, M&E, Budget & Finance) Learning Resource Portal (c/o LRMS) Inventory System (c/o Supply) HRIS (c/o Admin) |
| | 1.8 Intensified the implementation of DRRM Programs and policies with the provision of TA. | FOCAL PERSON: Ryan Blanco 1. SDO DRRM Program; 2. Summary of approved School DRRM Plans 3. Accomplishment/Monitoring Report; 4. Memoranda, other supporting documents |
| | 1.9 Ensured a healthy learning environment through the implementation of six (6) health flagship programs of the Division | FOCAL PERSON: DR. MESO 1) List of symposia on NDEP, ARH, MH, MDH conducted; 2) Number of teaching and non-teaching personnel who availed TSEKAP; 3) Repaired/ Constructed handwashing and toothbrushing facilities thru 3-star WINS system; 4) List of female teachers and personnel who availed of cervical screening; 5) Total number of percentage of students dewormed and immunized. |
| | 1.10 Ensured coordination with the Division Field Technical Assistance Team (DFTAT) for the provision of technical assistance in the division and schools. | FOCAL PERSONS: E. Suaner, S. Merida, DFTAT, Key Personnel: 1. Individual Technical Assistance Plan |
| | 1.11 Intensified the provision of technical assistance based on school needs anchored on SBM Principles (Leadership and Governance, Curriculum Implementation, Resource management and Continuous Improvement, Linkages and School management) | FOCAL PERSONS: E. Suaner, S. Merida, DFTAT, Key Personnel: 1. Consolidated School Needs 2. Div. Key Personnel/ Program Holder Technical Assistance Provided 3. Division Technical Assistance Provided |

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| | 1.12 Strengthened the implementation of Youth Formation programs; | FOCAL PERSONS: J. GOCHUCO, L. MANZANO: 1. Action Plan; 2. Memoranda; 3. Database of Elected Officers for SSG/SPG and YES-O; 4. CGP Evaluation Form; 5. Database of SSG/SPG/CGP/YES-O Coordinators and Advisers; 6. Accomplishment Reports |
| | 1.13 Ensured the establishment of office systems, processes and standards certifiable to ISO 9001:2015. | FOCAL PERSONS: ISO STEERING COMMITTEE, DIVISION CHIEFS AND UNIT HEADS: 1. Accomplishment reports, documentation reports; 2. Memoranda |
| II. Curriculum and Instruction Management FOCAL: CID | 2.1 Intensified the monitoring and supervision of private schools in adherence to DepEd Standards and regulatory policies (recommended evaluations of applications for new, recognition & renewal of permit to operate) | FOCAL PERSON: J. MACASERO, A. GOCHUCO, R. ACLO: 1. Summary of private schools with recognition and permits. |
| | 2.2 Strengthened the monitoring of the Basic Education Curriculum (K to 12) implementation and other support educational programs such as: ALIVE, IPED, SPED, SPA, SPS, SPFL, SPJ, Special Science Schools, ALS, OHSP, STVEP, DCP/DICP, Multigrade, MTB-MLE, ELLN | FOCAL PERSONS: A. GOCHUCO, E. CARTEL, P. PADINIT: (1) Annual Action Plan or its equivalent, (2) Accomplishment Reports, (3) Memoranda and (4) Monitoring Reports of the ff programs: 1. Kindergarten 2. ALIVE 3. IPED 4. SPED 5. Program Implementation Review (PIR) 6. SPA 7. SPS 8. Special Science Schools 9. ALS 10. OHSP 11. STVEP 12. DCP/DICP 13. Multigrade 14. MTB-MLE 15. ELLN |
| | 2.3.1 Enhanced the division initiatives on the localization of I am HIPHOP, RED HAT and Manual for Intentional Mentoring Mechanism for Teacher-Advisers | FOCAL PERSONS: J. POTANE, J. ROBLE: 1. HIPHOP; 2. RED HAT; 3. Manual for Intentional Mentoring Mechanism 2. MOVs: Published Learning resources, memorandum; action plan |
| | 2.3.2 Strengthened the management of learning assessment through Learner-Centered Learning Classrooms in all schools and learning centers | FOCAL PERSONS: J. POTANE, J. ROBLE: MOVs: Memorandum; LC2 outputs; records of Technical assistance; checklists of monitored schools and learning centers; Consolidated Assessment Results |
| | 2.3.3 Enhanced the formulation and utilization of diagnostic, quarterly and achievement tests across learning areas in all schools/learning centers. | FOCAL PERSONS: J. POTANE, J. ROBLE: MOVs : samples of diagnostic, formative and summative tests from first to fourth quarter sample portfolio of contextualized assessment tools |
| | 2.3.4 Intensified the implementation of contextualized curricular programs | FOCAL PERSONS: J. POTANE, J. ROBLE: 1. Hard Copies and 2. Summary of Titles of contextualized/localized/indigenized materials in 8 learning areas submitted for validation to the Region LRMS 3. Memoranda |
| | 2.3.5. Increased performance in the National Achievement Test (NAT) | FOCAL PERSONS: J. POTANE, J. ROBLE: 1. Results of the 2019-2020 National Achievement Test in NAT 6, NAT 10, NAT 12 |
| | 2.4.1 Addressed LR gaps by initiating and directing development of Local Curriculum Materials based on the Needs Assessment Result in 8 learning areas or 10 support to educational programs such as ALIVE, ADM, | FOCAL PERSONS: J. VALENZONA, L. SIGNO, G. PAJAYON: LR Situation Report/ List of least mastered competencies/ List of hard to teach competencies (C/O EPS) Request Brief Design Brief Quality Assurance Forms |

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| | ALS, IPED, MTB, Multigrade, SPA, SPJ, GAD, Guidance, SSG | Summary of approved developed local curriculum materials |
| | 2.4.2. Intensified utilization of division quality assured/validated and approved local curriculum materials in 8 learning areas or 10 support educational programs such as kinder, ALIVE, ADM, ALS, IPED, MTB, Multigrade, SPA, SPJ, GAD, Guidance, SSG | FOCAL PERSONS: J. VALENZONA, L. SIGNO, G. PAJAYON: Issuances of utilization; Reports on monitoring and evaluation of the utilization of local curriculum materials (C/O PSDS & EPS, LR), Report on Technical Assistance utilization |
| | 2.5. Recommended evaluation on the separation of annexes and integration of public secondary schools | FOCAL PERSONS: J. MACASERO, C. YANEZ, A. GOMEZ: 1. List of newly-opened public secondary schools; 2. List of secondary annexes schools evaluated for separation |
| | 2.6.1 Intensified monitoring of private schools as to compliance with standards in the implementation of the k to 12 curricular requirements. | 1. Consolidated Monitoring Report on private schools' compliance with standards in the implementation of the K to 12 curricular requirements; 2. List of private schools and their compliance with the standards in the implementation of the K to 12 curricular requirements. ; 3. Pictures |
| | 2.6.2 Ensured regular monitoring on the implementation of the Basic Education Curriculum and identified programs and projects such as: ALIVE, IPED, SPED, SPA, SPS, SPFL, SPJ, Special Science Schools, ALS, OHSP, STVEP, DCP/DICP, Multigrade, MTB-MLE, ELLN | FOCAL PERSONS: M. ANDRADE, R. TAMBELING, J. ARNEJO: 1. Consolidated Monitoring Report from SGOD Personnel and CID Personnel with TA; 2. List of programs and projects per School and learning centers; 3. Pictures |
| | 2.7. Intensified the provision of Technical Assistance in coordination with the DFTAT based on the school needs anchored on SBM Principles (Leadership and Governance, Curriculum implementation, Resource management and Continuous Improvement, Linkages and School Management) | FOCAL PERSONS: E. SUANER, S. MERIDA, M. RAMOS: 1. Quarterly Individual TA Plan; 2. Division TA Plan; 3. Monitoring tools; 4. Consolidated school needs; 5. Division Key Personnel / Program Holders TA Provided with policy recommendations; 6. Division TA Provided with policy implementation |
| III. Human Resource Development and Management FOCAL: OSDS-HR, SGOD-HR | 3.1 Ensured that hiring, placing and evaluating processes are compliant to the existing CSC Rules and Regulations and DepEd Issuances | FOCAL PERSON: M. NAVAJA: 1. Summary of the submitted application before the Civil Service Commission and its transmittal; 2. Summary of deployment (B. Alilin) |
| | 3.2 Strengthened the processing of application for leave (sick/ vacation/ maternity/ study/ travel abroad) application for Equivalent Record Forms (ERFs) of teaching/ both elementary/ secondary(junior-senior high) and retirement with supporting documents | FOCAL PERSON: M. NAVAJA: 1. Summary of application for leave (E. Facun); 2. Summary of Retirement application (E. Facun); 3. Summary of processed/transmittal to RO for approval (K. Murillo) 4. Form 7 (Monthly) Elementary and Secondary (Percy, Bryan, Louie) |
| | 3.3 Ensured the approval of appointments based on the prescribed Civil Service Form No. 33 revised 2018 in accordance with pertinent laws and rules of Civil Service Commission and and evaluate through recommendation regarding personnel action (promotions, transfers, reassignments and reinstatements and dropping from the rolls of teaching/non-teaching) | FOCAL PERSON: M. NAVAJA: 1. Summary of Appointments (Malou N.); 2. Summary of Reinstatement (Efren); 3. Summary of Deployment (Betty) |
| | 3.4 Ensured the high level of performance of personnel through periodic close monitoring, coaching performance evaluating and recognition system | FOCAL PERSON: M&E: 1. crafting of rater-ratee agreement (IPCRF) 2. Conduct of midyear coaching 3. Year-end evaluation 4. Summary Performance Ratings 5. Memoranda and Minutes of Conference |
| | 3.5 Enhanced the formulation of staff Development plan & welfare programs in the division. | FOCAL PERSON: D. AVES 1. HR Master Plan 2. Accomplishment Report on trainings/ professional programs conducted from January to December 2019 for teaching and non-teaching personnel and number |

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| | | of personnel trained and other relevant details 3. Scholarships availed in 2019; number of recipients and other relevant details 4. Memoranda |
| | 3.6 Ensured competency needs of personnel are met through the implementation of the Human Resource Development Plan of the division and Professional Learning and Development of every school or functional unit | FOCAL PERSON: D. AVES 1. Summary of Schools with approved INSET & LAC Sessions reviewed and approved by the DO; 2. Summary of Topics on INSET/SLAC; 3. other supporting documents |
| | 3.7 Enhanced service delivery through PRIME HRM | FOCAL PERSONS: D. AVES, M. NAVAJA |
| | 3.8 Strengthened employee morale by recognizing exemplary initiatives and practices of teaching and non-teaching personnel through the Project PRAISE (I AM CDO SEAL OF EXCELLENCE) | FOCAL PERSON: D. AVES: 1. Recognized and awarded the following: Teacher, Master Teacher, ALS teacher, ALIVE teacher, SPED teacher, Multigrade teacher, Reading teacher, Head Teacher, Principal, GPTA and non-teaching personnel 2. Accomplishment Reports and related documents 3. Memoranda |
| | 3.9 Ensured that complaints against personnel brought before the Division are acted upon for non-teaching personnel and indorsed to the RD for appropriate action for teaching personnel. | 1. Indorsement of the Complaint 2. Memorandum constituting the Fact Finding Committee 3. Order issued by the Fact Finding Committee Indorsement of the Recommendation of the Fact Finding Committee (If Applicable) |
| IV. Resource Management | 4.1 Intensified and sustained the implementation of resource management through effective, efficient and economical control and monitoring of all funds from all sources throughout the year. | Summary Performance Monitoring Report (SPMR) – Budget Office c/o RSV, Consolidated Status of Cash Advances – Accounting Office c/o AAC |
| | 4.2 Ensured an updated and accurate inventory of school buildings, education facilities and other properties in the division within the year. | Inventory of Property, Plant and Equipment - Supply Office c/o L. Mercado, EFU c/o Engr. Ely Mamaclay |
| | 4.3 Ensured timely implementation of programs and projects through effective and efficient procurement process adhering to existing rules and regulations. | Procurement Monitoring Report And Agency Procurement Compliance and Performance Indicator (APCPI) - BAC Secretariat c/o Mila Recamadas |
| | 4.4 Reinforced the resources of the Schools for priority programs and projects through effective collaboration with the Local School Boards (LSB) in the approval and implementation of budget proposals. | Approved Budget Proposals, Quarterly SEF Utilizations Report, LSB Annual Report - LSB Secretariat |
| V. Partnership & Linkages | 5.1 Enhanced the provision of schools' resources thru mobilizing support/assistance from various education stakeholders. | FOCAL PERSON: J. LOQUILLANO: Any of the following: 1. ASP Form; Summary of the list partners and unit of support; Deed of Donation; MOA |
| | 5.2 Strengthened stakeholders' participation and resource mobilization thru spearheading in partnerships and linkages with LGU's, NGO, NGA and other stakeholders. | FOCAL PERSON: J. LOQUILLANO: 1. Narrative/ Accomplishment Report 2. Project proposals; MOA/MOU |
| | 5.3 Intensified proper coordination relative to disaster risk reduction through efficient communication and linkage among CDO City Disaster Risk Reduction Management Council agencies and other stakeholders. | FOCAL PERSON: J. LOQUILLANO: 1. Certificates 2. Accomplishment Report and Supporting Documents |
| | 5.4 Enhanced acquisition of adequate resources of schools and learning centers by strengthening and sustaining relationships and collaboration with the Local Government Unit (LGU), NGO and NGA and other stakeholders to support special programs and projects of the division. | FOCAL PERSON: J. LOQUILLANO: 1. Generated at least 10 Million Pesos in cash or in kind from external stakeholders 2. Summative Reports 3. MOAs, MOUs 4. Deed of Donation/Deed of Acceptance 5. List of Partners and Unit of Support |
| VI. Other Tasks | 6.1 Ensured performance of other functions as may be assigned by higher office. | FOCAL PERSON: J. VALENZONA |