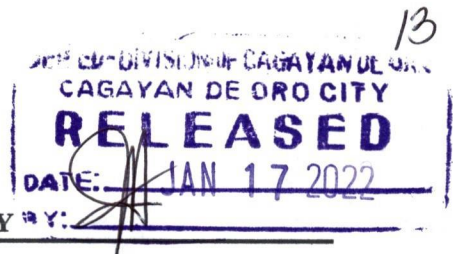




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

January 14, 2022

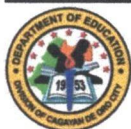
**MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Program Supervisor – CID  
Chief Education Program Supervisor – SGOD  
Concerned Office of the Schools Division Superintendent (OSDS) personnel  
Concerned Curriculum Implementation Division (CID) personnel  
Concerned Schools Governance & Operations Division (SGOD) personnel

**2-DAY VIRTUAL WORK-CONFERENCE ON THE 2021 ACCOMPLISHMENT REPORTING, 2022 PERFORMANCE TARGET-SETTING AND 2022 OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF) CRAFTING**

1. Pursuant to DO No. 2, s.2015 on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, the Division of Cagayan de Oro City shall set its performance standards and targets for Fiscal Year 2022 and craft its 2022 Office Performance Commitment Review Form. To aid in the effective planning and target-setting, the 2021 accomplishments shall also be reviewed and will serve as bases for adjustments in the targets and plans.
2. To facilitate effective accomplishment review, planning, discussion, and collaboration, a two-day virtual work-conference for the 2021 accomplishment reporting, 2022 performance target-setting and 2022 office performance commitment review form (OPCRF) crafting shall be conducted on **January 20 and 24, 2022 via google meet (<https://meet.google.com/omu-vqef-umf>)**.
3. Participants to this 2-day virtual work-conference are the following:

Asst. Schools Division Superintendent	1
Chief Education Supervisors	2
Education Program Supervisors	9



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Accountant	1
Administrative Officer V	2
Administrative Officer IV	4
Planning Office personnel	3
Senior Education Program Specialists	4
Education Program Specialists II	2
ALS Specialists/Coordinators	3
LRMDS personnel	2
DRRM Coordinator	1
Project Development Officers	2
Medical-Dental personnel	5
Engineering	3
Legal Officer	1
Secretariat/TWG	1
TOTAL	55

4. Enclosure 1 contains the program and schedules for your information and guidance. Participants are expected to be punctual as the schedule shall be strictly followed.
5. To maximize the time for the presentations, the 3-slide, 10-minute presentation rule shall be applied. Accomplishments or performance targets shall be presented in 3 slides and will be discussed within 10 minutes per program/unit/area. Accomplishment reports may be presented in dashboard format to highlight important data and bullet information. Strategic targets may also be presented quantitatively or in key direction statements.
6. All powerpoint presentations shall be emailed to [roxanne.fuentes@deped.gov.ph](mailto:roxanne.fuentes@deped.gov.ph) on or before **January 18, 2022** for consolidation.
7. Immediate dissemination and compliance to this memorandum is desired.

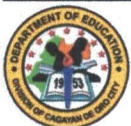
*AAW*

**ALICIA E. ANGHAY**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

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Encl.: None  
 Reference: DO 2 s.2015  
 To be indicated in the Perpetual Index  
 under the following subjects:  
 RPMS

ehc/rhf/rrv



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*Enclosure 1*

SCHEDULE	ACTIVITY	FACILITATOR/ PRESENTER
<b>DAY 1</b>		
January 20, 2022		
07:30-08:00 AM	Online Registration	Roxanne Fuentes
08:00-08:30	Opening Program Pambansang Awit Prayer Welcome Remarks Message Activity Flow	AVP AVP Rosalio R. Vitorillo, Chief ES-SGOD Alicia E. Anghay, ASDS, OIC-OSDS Eleanor H. Rollan, SEPS-M&E
	<b>Part I: Presentation of 2021 Accomplishment Report (3 slides, 3 big tickets)</b>	
08:30-09:00	<b>ACCESS, EFFICIENCY</b> (GER, NER, Cohort, Completion, Promotion, Repetition, Dropout)	Rodolfo Bayeta, Jr. Planning Officer
	<b>CURRICULUM</b>	
09:00-09:30	Curricular Programs	Lorebina C. Carrasco, Chief ES-CID
09:30-09:40	LR & Research	Joel D. Potane, SEPS, LR Coordinator
09:40-09:50	Reading	Mark Gabule, Reading Coordinator
09:50-10:00	Gender & Development	Romeo B. Aclo, EPS-I, GAD Coordinator
	<b>QUALITY</b>	
10:00-10:30	Achievement	Eleanor H. Rollan
	<b>GOVERNANCE</b>	
10:30-10:40	Support Programs (SGOD)	Rosalio R. Vitorillo
10:40-10:50	Administrative Services	Bea Borres, AO V
10:50-11:00	HR-Personnel	Malou Navaja, AO IV
11:00-11:10	Human Resource Development	Derrold Marl Aves, SEPS-HR
11:10-11:20	Finance	Arnel Calubag, Accountant III
11:20-11:30	Legal	Atty. Laurence del Puerto, Legal Officer
11:30-12:00 Noon	Presentation of BED	Rodolfo Bayeta
12:00 – 01:00 PM	<b>LUNCH BREAK</b>	
	<b>Part II: Presentation of 2022 Performance Targets (3 slides, 3 strategic targets)</b>	
	<b>OSDS</b>	
01:00-01:10	Accounting	Arnel Calubag, Accountant III
01:10-01:20	Admin Services, Personnel	Bea Borres
01:20-01:30	Budget	Romiel Vallente, AO V
01:30-01:40	Cashier	Elizabeth Dangazo, AO IV
01:40-01:50	Supply	Lavern Mercado, AO IV
01:50-02:00	Legal	Atty. Laurence del Puerto



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02:00-02:10	<b>CID</b> District Supervision Subject Area, Special Programs	Shirley Merida, PSDS
02:10-02:20	English	Jerly Eluna, EPS-I
02:20-02:30	Filipino	Helen Lucman, EPS-I
02:30-02:40	Reading, Kindergarten, EsP	Mark Gabule, MT
02:40-02:50	Science, ALS, SpEd	Jean Macasero, EPS-I
02:50-03:00	Mathematics	Ray Maghuyop, EPS-I
03:00-03:10	Araling Panlipunan, CSE, GAD	Romeo Aclo, EPS-I
03:10-03:20	TLE	Juan Mingo, EPS-I
03:20-03:30	MAPEH	Sylvio Carciller, EPS-I
03:30-03:40	ALIVE	Paraida Orangot, PSDS
03:40-03:50	LRMDS, Research	Joel Potane
03:50-04:00	<b>SGOD</b> M&E	Eleanor Rollan
04:00-04:10	Human Resource Development	Derrold Marl Aves, SEPS-HR
04:10-04:20	Social Mobilization	Jimboy Eugenio, EPS-II SocMob
04:20-04:30	DRRM	Ryan Blanco, DRRM Coordinator
04:30-04:40	Engineering, Physical Facilities	Engr. Ely Mamaclay, Division Engineer
04:40-04:50	Medical, Health	Dr. Mark Meso, Medical Officer
04:50-05:00	Youth Formation Program	Dave Tan, Jairus Gochuco
04:50-05:00	Agreements for Day 2	Eleanor Rollan
<b>DAY 2</b> January 24, 2022 08:00-10:00 AM	<b>Review and Crafting of 2022 SDO OPCRF (Breakout session by KRAs)</b>  KRA 1: Strategic Management & Operations KRA 2: Curriculum & Instruction Management KRA 3: Human Resource Development & Management KRA 4: Resource Management KRA 5: Partnership & Linkages KRA 6: Other Tasks	OSDS, SGOD  CID  OSDS-HR, SGOD-HR  OSDS, Engineering SGOD OSDS
10:00-12:00 Noon	<b>Presentation, Critiquing &amp; Finalization of Objectives and Performance Indicators</b>	
12:00-01:00 PM	<b>LUNCH BREAK</b>	
01:00-05:00	<b>Presentation, Critiquing &amp; Finalization of Objectives and Performance Indicators</b>	



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