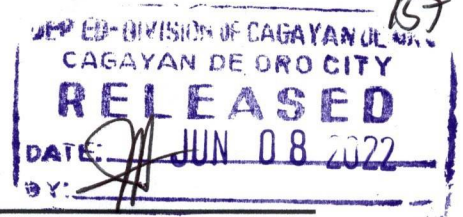




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

June 07, 2022

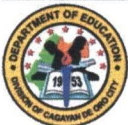
MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads

**2021-2022 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM
(OPCRF) FOR SCHOOL HEADS**

1. All concerned school heads are hereby informed of the 2021-2022 Office Performance Commitment and Review Form (OPCRF) for School Heads attached herein. The said OPCRf shall be used to evaluate school head performance inclusive of the school year as the rating period.
2. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
3. Widest dissemination of this memorandum is directed.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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

2021-2022 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Name of School Head:	Name of Rater:
Position:	Position:
School/Division:	Date of Review:
Rating Period: SY 2021-2022	

PLANNING							ACTUAL						
KRAs	Objective	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS			MOVs	Q	E	T	Ave	Rating	Score
				Quality	Efficiency	Timeliness							
I. Leading Strategically	1.1. Ensure the communication to the wider community the developed, implemented and reviewed school plans, projects, and policies which are aligned with the vision, mission, and core values and are consistent with the the national and local regulations and issuances	Year Round	5%	5	100% of the developed, implemented and reviewed school plans, programs, projects and policies which are aligned with the vision, mission, and core values and are consistent with the the national and local regulations and issuances were communicated to the wider community	100% of the school's organizations are involved in the school's programs, projects and policies							
				4	85-99% of the developed, implemented and reviewed school plans, programs, projects and policies...	85-99% of the school's organizations are involved in the school's programs, projects and policies							
				3	75-84% of the developed, implemented and reviewed school plans, programs, projects and policies...	75-84% of the school's organizations are involved in the school's programs, projects and policies							
				2	65-74% of the developed, implemented and reviewed school plans, programs, projects and policies...	65-74% of the school's organizations are involved in the school's programs, projects and policies							
				1	50-64% of the developed, implemented and reviewed school plans, programs, projects and policies...	50-64% of the school's organizations are involved in the school's programs, projects and policies							
	1.2. Utilize relevant research findings from reliable sources in facilitating data-driven and evidence-based innovations to improve school performances	Year Round	3%	5	Developed and utilized 5 relevant findings from researches in facilitating data-driven and evidence-based innovations to improve school performance	Implemented 5 innovations with attached annotated bibliography to improve school performance							
				4	Developed and utilized 4 relevant findings from researches...	Implemented 4 innovations....							
				3	Developed and utilized 3 relevant findings from researches...	Implemented 3 innovations...							

				2	Utilized 2 of the monitoring and evaluation processes and tools...			Submitted reports on time in 1 quarters									
				1	Utilized 1 of the monitoring and evaluation processes and tools...			Did not submit report on time									
	Sub-Total		16%														
II. Managing School Operations and Resources	2.1. Manage school data and information using technology, including ICT, to ensure efficient and effective school operations	Year Round	3%	5	100% submission of accurate and updated school data and information			Submitted accurate and updated school data and information 5 days before the deadline.	EBEIS, LIS reports, Early Registration data								
				4	85-99% submission of accurate and updated school data and information			Submitted accurate and updated school data and information 4 days before the deadline.									
				3	75-84% submission of accurate and updated school data and information			Submitted accurate and updated school data and information 3 days before the deadline.									
				2	65-74% submission of accurate and updated school data and information			Submitted accurate and updated school data and information 2 days before the deadline.									
				1	50-64% submission of accurate and updated school data and information			Submitted accurate and updated school data and information 1 day before the deadline.									
	2.2. Manage finances adhering to policies, guidelines and issuances in allocation, procurement, disbursement and liquidation aligned with the school plan	Year Round	3%	5	100% utilization and liquidation of funds (MOOE, SBFP,LGU,CO and other sources			Submitted liquidation report on specified SMART Days schedule	Liquidation reports/ property custodian inventory slips/ledger of properties received by teachers and property custodian Ledger MOOE utilizations and liquidation signed by Division Accountant								
				4	85-89% utilization and liquidation of funds (MOOE, SBFP,LGU,CO and other sources			Submitted liquidation report a day after the SMART days schedule									
				3	75-84 % utilization and liquidation of funds (MOOE, SBFP,LGU,CO and other sources			Submitted liquidation report 2 days after the SMART days schedule									
				2	65-74% utilization and liquidation of funds (MOOE, SBFP,LGU,CO and other sources			Submitted liquidation report 3 days after the SMART days schedule									
				1	50% utilization and liquidation of funds (MOOE, SBFP,LGU,CO and other sources			Submitted liquidation report 4 days after the SMART days schedule									
	2.3. Manage school facilities and equipment in adherence to policies, guidelines, and issuances on acquisition, recording, utilization, repair, and maintenance, storage and disposal		3%	5	ensured 100% of proper utilization of school facilities and equipment.			submitted report on the utilization and management of school facilities a day before the deadline	Inventory report, repair and maintenance report/documents based on POW								
				4	ensured 85-89% of proper utilization of school facilities and equipment.			submitted report on the utilization and management of school facilities on the deadline									
				3	ensured 75-84% of proper utilization of school facilities and equipment.			submitted report on the utilization and management of school facilities a day after the deadline									
				2	ensured 64-75% of proper utilization of school facilities and equipment.			submitted report on the utilization and management of school facilities 2 days after the deadline									
1				ensured 50% of proper utilization of school facilities and equipment.			submitted report on the utilization and management of school facilities 3 days after the deadline										

2.4. Manage staffing such as teaching load distribution and grade level and subject area assignment in adherence to laws, policies, guidelines, and issuances based on the needs of the school	Year Round	3%	5	Ensured 100% of teaching personnel are given teaching loads and other tasks	Submitted SF7, General Class Program and Teaching Load to the DO 2 days before the deadline.	Approved copy of General Class Program and Teaching Load by SDS							
			4	Ensured 85-89 % of teaching personnel are given teaching load and other tasks	Submitted SF7, General Class Program and Teaching Load to the DO 1 day before the deadline.								
			3	Ensured 75-84% of teaching personnel are given teaching load and other tasks	Submitted SF7, General Class Program and Teaching Load to the DO on the deadline.								
			2	Ensured 64-75% of teaching personnel are given teaching load and other tasks	Submitted SF7, General Class Program and Teaching Load to the DO a day after the deadline.								
			1	Ensured 50% of teaching personnel are given teaching load and other tasks	Submitted SF7, General Class Program and Teaching Load to the DO 2 days after the deadline.								
2.5. Manage school safety for disaster preparedness, mitigation, and resiliency to ensure continuous delivery of instruction	Year Round	3%	5	Managed, maintained and implemented all of the following school facilities: a. confort room b. water connection c. electrical connection d. lighting and ventilation facilities e. handwashing facility f. sports facility g. plumbing and fixtures h. SDRRM g. solid waste management h. safety and traffic signages/pedestrian lane outside the school premise i. fire equipment and facilities j.others	Submitted action plans, accomplishment reports and pictures of the mentioned school facilities 2 days before the deadline.	Submitted and implemented action plans/ contingency plan at the Division Office Accomplishment/ Narrative Reports Complied Classroom Evaluation (SSAT) Classroom Structuring							
			4	Managed, maintained and implemented 6 of the mentioned facilities.	Submitted action plans, accomplishment reports and pictures of the mentioned school facilities 1 day before the deadline.								
			3	Managed, maintained and implemented 5 of the mentioned facilities.	Submitted action plans, accomplishment reports and pictures of the mentioned school facilities on the deadline.								
			2	Managed, maintained and implemented 4 of the mentioned facilities.	Submitted action plans, accomplishment reports and pictures of the mentioned school facilities a day after the deadline.								
			1	Managed, maintained and implemented 3 of the mentioned facilities.	Submitted action plans, accomplishment reports and pictures of the mentioned school facilities 2 days after the deadline.								

				2	65-74% of the teachers were assisted in the review, contextualizaion and in the implementation of learning standards to make the curriculum relevant for learners	Provided at least two technical assistance across learning areas in the review, contextualization and implementation of learning standards.									
				1	50-64% of the teachers were assisted in the review, contextualizaion and in the implementation of learning standards to make the curriculum relevant for learners	Provided at least one technical assistance across learning areas in the review, contextualization and implementation of learning standards.									
3.2. Provided Technical Assistance to teachers on teaching standards and pedagogies within and across learning areas on the different learning modalities to improve their teaching practice.	Year round	5%	5	100% of the teachers were given 2 or more Technical Assistance (TA) based on their modalities offered.			Technical Assistance was given within 2 days after the classroom observation.	ISP, Consolidated TOGA, Classroom Observations							
			4	85-99% of the teachers were given 2 or more Technical Assistance (TA) based on their modalities offered.			Technical Assistance was given within 3 days after the classroom observation.								
			3	75-84% of the teachers were given 2 or more Technical Assistance (TA) based on their modalities offered.			Technical Assistance was given within 4 days after the classroom observation.								
			2	65-74% of the teachers were given 2 or more Technical Assistance (TA) based on their modalities offered.			Technical Assistance was given within 5 days after the classroom observation.								
			1	50% to 64% of the teachers were given 2 or more Technical Assistance (TA) based on their modalities offered.			Technical Assistance was given 5 days after the classroom observation.								
3.3 Ensured the use of validated feedback obtained from learners, parents and other stakeholders to help improve the teacher's performance	Year-round	3%	5	100% of the validated feedback obtained from learners, parents and other stakeholders were used to help improve the teacher's performance observing confidentiality and data privacy			The validated feedback received were acted upon within 2 days	Feedback mechanism tool; List of Feedback with date received and date acted upon by school head							
			4	85-99% of the validated feedback obtained from learners, parents and other stakeholders...			The validated feedback received were acted upon within 3 days								
			3	75-84% of the validated feedback obtained from learners, parents and other stakeholders...			The validated feedback received were acted upon within 4days								
			2	65-74% of the validated feedback obtained from learners, parents and other stakeholders...			The validated feedback received were acted upon within 5 days								
			1	50-64% of the validated feedback obtained from learners, parents and other stakeholders...			The validated feedback received were acted upon after 5 days.								

3.4 Ensured the utilization of learning outcomes and provision of technical assistance to teachers in using learning assessment tools, strategies and results to improve performance achievement and other performance indicators.	Year Round	3%	5	100% of the teachers utilized the learning outcomes and provided technical assistance in using learning assessment tools , strategies and results to improve achievement.	100% of the Learners Performance Achievement from 1st to 4th Quarter in all learning areas.															Quarterly Comparative Data of CMSS, TA plan and TA Provided; School Form 6; Characterization and analysis of CMSS results	
			4	85-99% of the teachers utilized the learning outcomes and provided technical assistance...	85-99% of the Learners Performance Achievement from 1st to 4th Quarter in all learning areas.																
			3	75-84% of the teachers utilized the learning outcomes and provided technical assistance...	75-84% of the Learners Performance Achievement from 1st to 4th Quarter in all learning areas.																
			2	65-74% of the teachers utilized the learning outcomes and provided technical assistance...	65-74% of the Learners Performance Achievement from 1st to 4th Quarter in all learning areas.																
			1	50-64% of the teachers utilized the learning outcomes and provided technical assistance...	50-64% of the Learners Performance Achievement from 1st to 4th Quarter																
3.5 Managed a learner-friendly, inclusive and healthy environment	Year Round	3%	5	implemented and documented at least 6 of any of the following programs and projects: Learner-Friendly: Homeroom Guidance Program, Theme Parks, others Inclusive: (Elem.): SPED, ALS, ALIVE, IPED, SPJ (Secondary): SPTVE, SPA, SPS, SPFL, SPED, ALIVE, ALS, SPJ Healthy: SDRRM Contingency Plan (NSED, Flood, Fire), Health Flagship e.g. NDEP, WINS, SBFP – Elem only, ARH, CSE, Galaw Pilipinas, COVID Health essentials (Alcohol, Face mask, Thermal Scanner, etc.)	100% of the program/ project /intervention plan were implemented.																Program/ project/ intervention plan, Accomplishment Report with pictures
			4	implemented and documented 5 of the above-mentioned programs and projects	85-99% of the program/ project /intervention plan were implemented.																
			3	implemented and documented 4 of the above-mentioned programs and projects	75-84% of the program/ project /intervention plan were implemented.																
			2	implemented and documented 3 of the above-mentioned programs and projects	65-74% of the program/ project /intervention plan were implemented.																
			1	implemented and documented at most 2 of the above-mentioned programs and projects	50-64% of the program/ project /intervention plan were implemented.																

4.2. Implement the performance management system with a team to support the career advancement of school personnel, and to improve office performance	Year Round	3%	5	Implemented atleast 5 of the performance management system with a team to support the career advancement or school personnel, and improve office performance; such as follows: (1) Conduct of PMCF, (2) Mid Year and Year Ends assessment, (3) Conduct of two classroom observations, (4) Accomplishing ISP, (5) Conduct of school personnel orientaiton and meetings/ accomplishment reports.	100% of the school personnel were given any of the performance managment mechanism mentioned.												Proof of conduct of PMCF; Copies of PMCF; Copies of Midyear and Year-end assessment; Copies of Classroom Observations; ISP; Copies of meetings and orientations conducted
			4	Implemented 4 of the performance management system with a team to support the career advancement or school personnel, and improve office performance mentioned above.	85-99% of the school personnel were given any of the performance managment mechanism mentioned.												
			3	Implemented 3 of the performance management system with a team to support the career advancement or school personnel, and improve office performance mentioned above.	75-84% of the school personnel were given any of the performance managment mechanism mentioned.												
			2	Implemented 2 of the performance management system with a team to support the career advancement or school personnel, and improve office performance mentioned above.	65-74% of the school personnel were given any of the performance managment mechanism mentioned.												
			1	Implemented a1 of the performance management system with a team to support the career advancement or school personnel, and improve office performance mentioned above.	50-64% of the school personnel were given any of the performance managment mechanism mentioned.												
4.3. Implement professional development initiatives to enhance the strengths and address the performance gaps among school personnel	Year Round	3%	5	Implemented professional development initiatives to enhanced, strengthen & address performance gaps among school personnel such as the conduct of atleast 10 Learning Action Cell (LAC) and 2 In-Service Training for Teachers (INSET) verified by the PSDS and for approval of the division office (HRD, M & E, CID & SGOD Chief, to SDS)	100% of the school personnel attended and acted as resource person, demo-teacher, chair-person or co-cherperson during INSET or LAC sessions.												(1) Accomplishment Report and attendance of LAC/INSet conducted, (2) Copy of Certificate of Participation of trainings attended, (3)

			1	Accomplished 1 tasks delegated that were assigned by the higher office	50-64% and below of the delegated task from the higher office were accomplished.										
	Sub-Total														
				5%											
	GRAND TOTAL			100%									OVERALL RATING FOR		
	Ratee:				Rater:				Approving Authority:						
					LOREBINA C. CARRASCO				CHERRY MAE L. LIMBACO - REYES						
					OIC, Assistant Schools Division Superintendent				Schools Division Superintendent						