



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



Office of the Schools Division Superintendent

July 11, 2022

MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor – CID
Chief Education Supervisor - SGOD
Education Program Supervisors
Public Schools District Supervisors
Medical personnel
Division Performance Management Team
All Public Elementary and Secondary School Heads
All others concerned

**SCHOOL OFFICE PERFORMANCE COMMITMENT REVIEW FORM
FINAL EVALUATION FOR SCHOOL YEAR 2021-2022**

1. With consideration that Cagayan de Oro City is classified under the Level 1 Alert Level, this Division shall conduct a face-to-face School Office Performance Commitment Review Form (OPCRF) Final Evaluation for School Year 2021-2022 on July 25-27, 2022 in the following venues:

DATE AND TIME	VENUE	DISTRICTS
July 25, 2022 01:00 - 05:00 PM	Gusa Elementary School	East 1, East 2
July 26, 2022 08:00 - 12:00 Noon	South City Central School	North 1, South, Central
July 26, 2022 01:00 - 05:00 PM	Bulua Central School	West 2, North 2
July 27, 2022 08:00 AM - 05:00 PM	Fr. William Masterson Elementary School	West 1, Southwest 1, Southwest 2

2. To regulate the number of attendees, only the school head shall attend the said activity during their schedule. No walk-ins outside of their schedule shall be accommodated.



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

3. Concerned school heads of the said venues are requested to prepare the following:
 - a. Use of covered court with sound system for the short opening program to be facilitated by the host school; with the singing of the national anthem, prayer, welcome remarks by the host school, message and instructions for the activity flow and other important reminders.
 - b. Tables and chairs for the evaluators and school heads
 - c. Other needs and preparations
4. The following Division personnel shall be assigned to facilitate the evaluation and validation of the **2021-2022 School OPCRf**:

KRA	Team A (Elementary)	Team B (Secondary)
I. Leading Strategically III. Focusing on Teaching & Learning	<i>Shirley Merida, PSDSes</i> <i>Lorebina Carrasco</i> <i>Joel Potane</i>	<i>Jean Macasero, PSDSes</i> <i>Rosalio Vitorillo</i> <i>Mark Gabule</i>
II. Managing Schools Operations & Resources	<i>Arnel Calubag</i> <i>Rodolfo Bayeta</i>	<i>Mitos Tessa Duetes</i> <i>Virgilbob Gomez</i> <i>Pureza Camonias</i>
IV. Developing Self & Others	<i>Michael Dave Tan</i>	<i>Derrold Marl Aves</i>
V. Building Connections	<i>SocMob Specialist</i>	<i>SocMob Specialist</i>
VI. Other Tasks	<i>Lorebina Carrasco</i>	<i>Rosalio Vitorillo</i>
Secretariat	<i>Jairus Gochuco</i> <i>Shiela Lagrama</i>	<i>Eleanor Rollan</i> <i>Ryan Blanco</i>
Nurses	<i>Gusa ES : Carmelo Paderanga, Nikki Valmoria</i> <i>South CCS : Joan Arsua, Jacel Cadusales</i> <i>Bulua CS : Yvonne Gironella, Pacili Yañez</i> <i>FWMES : Nichol Salido, Luz Espinosa</i>	

5. The Public Schools District Supervisors shall evaluate the KRA III indicators on Focusing on Teaching & Learning in their respective districts on a separate schedule and shall arrange for the specific date, time and venue.
6. Individual schedule for the districts during their cluster schedule shall be provided by the respective Public Schools District Supervisors.
7. All concerned school heads, evaluators and working committee members are required to observe social distancing and the general health and safety protocols during the whole duration of the activity.
8. School heads shall present their OPCRf and MOVs to their PSDSes for initial review and coaching on July 20, 2022.
9. 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.
10. Immediate dissemination is enjoined for your information and guidance.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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