



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

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ED-DIVISION OF CAGAYAN DE ORO CITY  
CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: JAN 26 2022  
BY: \_\_\_\_\_

**Office of the Schools Division Superintendent**

**January 26, 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

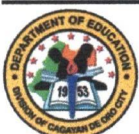
**SUBMISSION OF 2021 DIVISION OFFICE OPCRF  
SUPPORTING DOCUMENTS AND MOVs**

1. Relative to the submission of the 2021 OPCRF to the Office of the Regional Director for evaluation and approval, all concerned division personnel and focal persons are requested to submit their respective reports as supporting documents or MOVs.
2. Attached is the copy of the 2021 OPCRF with objectives, performance indicators, list of MOVs and persons in-charge for your reference and guidance.
3. All MOVs shall be printed in legal size bond paper. The focal person(s) for each objective shall collect and compile all printed supporting documents and provide an executive summary. All reports shall be submitted in 2 copies and must be duly signed by the focal person or the concerned program holders. The office letterhead shall be used in printing of the documents.
4. All 2021 OPCRF supporting documents shall be submitted to the M&E specialists on or before February 1, 2022.
5. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment shall be accorded to all concerned/participants regardless of disability, sexual orientation, gender, age, religion and ethnicity.
6. Immediate dissemination and compliance to this memorandum is desired.

  
**ALICIA E. ANGHAY**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
Reference: DO 2 s.2015  
To be indicated in the Perpetual Index under the following subjects: RPMS  
ehr/rhf/rru



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## 2021 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Name of Employee: CHERRY MAE L. LIMBACO-REYES, Ph.D. CESO

Name of Rater: DR. VICTOR DE GRACIA JR., CESO V

Position: Schools Division Superintendent

Position: Asst. Regional Director

Bureau/Center/Service/Division: Cagayan de Oro City

Date of Review: December 29, 2021

Rating Period: January - December 2021

### TO BE FILLED IN DURING PLANNING

Major Final Outputs (MFOs)	Key Result Areas (KRAs)	Objectives	Weight per KRA	Key Performance Indicators (KPI) (Quality, Efficiency, Timeliness)	MOVs	
	<b>1. Strategic Management and Operations</b> <b>FOCAL: SGOD, OSDS</b>	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) and BE-LCP.	4%	5	100% of programs and initiatives are incorporated in the DEDP and supported with approved Program Plans/Work and Financial Plans	Focal: Planning; 1. DEDP, BE-LCP (Planning personnel) 2. Program Plans, Work and Financial Plans (Planning, HRD) 3. Executive Reports, primers, other supporting documents (Program holders, M&E)
4				85% of programs and initiatives are incorporated in the DEDP and supported with approved Program Plans/Work and Financial Plans		
3				75% of programs and initiatives are incorporated in the DEDP and supported with approved Program Plans/Work and Financial Plans		
2				65% of programs and initiatives are incorporated in the DEDP and supported with approved Program Plans/Work and Financial Plans		
1				50% of programs and initiatives are incorporated in the DEDP and supported with approved Program Plans/Work and Financial Plans		
		1.2 Intensified the monitoring and evaluation of the Division Education Development Plan (DEDP) implementation.	3%	5	Monitored and evaluated 100% of the Comprehensive Strategic Plans in the DEDP based on the Progress Monitoring Report (DMEA/SMEA)	1. DEDP (Planning); 2. Annual Implementation Report (Program holders) 3. SMEA/ DMEA Synthesis Report (M&E)
4				Monitored and evaluated 85% of the Comprehensive Strategic Plans in the DEDP based on the Progress Monitoring Report (DMEA/SMEA)		
3				Monitored and evaluated 75% of the Comprehensive Strategic Plans in the DEDP based on the Progress Monitoring Report (DMEA/SMEA)		
2				Monitored and evaluated 65% of the Comprehensive Strategic Plans in the DEDP based on the Progress Monitoring Report (DMEA/SMEA)		



		1	Monitored and evaluated 50% of the Comprehensive Strategic Plans in the DEDP based on the Progress Monitoring Report (DMEA/SMEA)	
1.3 Strengthened the culture of research through the production of quality and relevant proposals based on the research agenda of basic education research.	2%	5	100% research proposals anchored on thematic areas (Teaching and Learning, Child Protection, Human Resource, Governance, Inclusive Education, DRRM, and GAD) approved by the SDRC/RRC.	Focal Person: Research 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
		4	85% research proposals anchored on thematic areas (Teaching and Learning, Child Protection, Human Resource, Governance, Inclusive Education, DRRM, and	
		3	75% research proposals anchored on thematic areas (Teaching and Learning, Child Protection, Human Resource, Governance, Inclusive Education, DRRM, and	
		2	65% research proposals anchored on thematic areas (Teaching and Learning, Child Protection, Human Resource, Governance, Inclusive Education, DRRM, and	
		1	50% research proposals anchored on thematic areas (Teaching and Learning, Child Protection, Human Resource, Governance, Inclusive Education, DRRM, and	
1.4 Enhanced SBM level of practice in the light of BE-LCP implementation with provision of TA	2%	5	100% of 125 elementary and secondary schools assessed and given TA	Focal Person: SBM Coordinator; 1. Summary Report on schools assessed on SBM level of practice; 2. Memoranda on SBM assessment at the DO and RO levels; 3. Consolidated TA Plan and Accomplishment Report
		4	85% of 125 elementary and secondary schools assessed and given TA	
		3	75% of 125 elementary and secondary schools assessed and given TA	
		2	65% of 125 elementary and secondary schools assessed and given TA	
		1	50% of 125 elementary and secondary schools assessed and given TA	
1.5 Ensured efficient flow of communication within the division and across all levels of DepEd, other agencies and stakeholders.	2%	5	100% of communications are received, acted-on and released on time (3 days for simple transactions and 7 days for complex transactions from day of receipt of application/request)	Focal Person: Records, Receiving, Releasing Staff 1) Quarterly inventory of logbooks/transmittals (received/released); 2. Executive Summary Report
		4	85% of communications are received, acted-on and released on time (3 days for simple transactions and 7 days for complex transactions from day of receipt of application/request)	
		3	75% of communications are received, acted-on and released on time (3 days for simple transactions and 7 days for complex transactions from day of receipt of application/request)	

		2	65% of communications are received, acted-on and released on time (3 days for simple transactions and 7 days for complex transactions from day of receipt of application/ request)	
		1	50% of communications are received, acted-on and released on time (3 days for simple transactions and 7 days for complex transactions from day of receipt of application/ request)	
1.6 Ensured timely and accurate submission of data through the different information systems; namely: LIS, BEIS, PMIS, Learning Resource Portal, HRIS	4%	5	Submitted and validated 100% of 237 public schools and private schools/ implementing units	Focal: Planning: 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) HRIS (c/o Admin)
		4	Submitted and validated 85% of 237 public schools and private schools/ implementing units	
		3	Submitted and validated 75% of 237 public schools and private schools/ implementing units	
		2	Submitted and validated 65% of 237 public schools and private schools/ implementing units	
		1	Submitted and validated 50% of 237 public schools and private schools/ implementing units	
1.7 Intensified the implementation of DRRM Programs and policies with the provision of TA.	2%	5	100% of 125 schools conducted 5 activities and were given technical assistance and capacity enhancement. (a) orientation on DRRM program, (b) quarterly drills, (c) updating on roles and mechanisms, (d) trainings/capdev on protocols on disaster and risk management and (e) sustainable implementation of mandated measures and programs.	Focal: Div DRRM: 1. SDO DRRM Program; 2. Summary of approved School DRRM Plans 3. Accomplishment/Monitoring Report; 4. Memoranda, other supporting documents
		4	85% of 125 schools conducted 5 activities and were given technical assistance and capacity enhancement.	
		3	75% of 125 schools conducted 5 activities and were given technical assistance and capacity enhancement.	
		2	65% of 125 schools conducted 5 activities and were given technical assistance and capacity enhancement.	



		1	50% of 125 schools conducted 5 activities and were given technical assistance and capacity enhancement.	
1.8 Ensured a healthy learning environment through the implementation of six (6) health flagship programs of the Division	2%	5	100 % of 125 schools implemented the six (6) flagship programs such as NDEP, Mental health, Adolescent Reproductive Health, SBFP, Medical-Dental Nursing Services and WINS	Focal: Medical 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.
		4	85% of 125 schools implemented the six (6) flagship programs	
		3	75% of 125 schools implemented the six (6) flagship programs	
		2	65% of 125 schools implemented the six (6) flagship programs	
		1	50% of 125 schools implemented the six (6) flagship programs	
1.9 Ensured coordination with the Division Field Technical Assistance Team (DFTAT) for the provision of technical assistance in the division and schools.	2%	5	100% of the Division Key Personnel/Program Holders coordinated with the DFTAT before the conduct of the <u>actual technical assistance</u> .	Focal: DFTAT, Key Personnel: 1. Individual Technical Assistance Plan 2. Division Technical Assistance Plan 3. Monitoring Tool
		4	85% of the Division Key Personnel/Program Holders coordinated with the DFTAT before the conduct of the <u>actual technical assistance</u> .	
		3	75% of the Division Key Personnel/Program Holders coordinated with the DFTAT before the conduct of the <u>actual technical assistance</u> .	
		2	65% of the Division Key Personnel/Program Holders coordinated with the DFTAT before the conduct of the <u>actual technical assistance</u> .	
		1	50% of the Division Key Personnel/Program Holders coordinated with the DFTAT before the conduct of the <u>actual technical assistance</u> .	

	1.10 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)	2%	5 4 3 2 1	100% of all elementary and secondary schools were provided with Technical Assistance (TA) based on their needs. 85% of all elementary and secondary schools were provided with Technical Assistance (TA) based on their needs. 75% of all elementary and secondary schools were provided with Technical Assistance (TA) based on their needs. 65% of all elementary and secondary schools were provided with Technical Assistance (TA) based on their needs. 50% of all elementary and secondary schools were provided with Technical Assistance (TA) based on their needs.	Focal: DFTAT, Key Personnel: 1. Consolidated School Needs 2. Div. Key Personnel/ Program Holder Technical Assistance Provided 3. Division Technical Assistance Provided 4. Accomplishment Report
	1.11 Strengthened the implementation of Youth Formation programs;	2%	5 4 3 2 1	Implemented at least 5 programs A. Career Guidance Program (CGP) B. Student Government Program C. Teacher-adviser Training Program (TATP) D. YES-O E. others Implemented at least 4 programs Implemented at least 3 programs Implemented at least 2 programs Implemented at least 1 programs	Focal: PDOs: 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
	<b>SUB-TOTAL</b>				
<b>2. Curriculum and Instruction Management</b> <b>FOCAL: CID</b>	2.1 Intensified the monitoring and supervision of private schools in adherence to DepEd Standards and regulatory policies	2%	5 4 3 2 1	100% of private schools have permit to operate/recognition and FLO permit 85% of private schools have permit to operate/recognition and FLO permit 75% of private schools have permit to operate/recognition and FLO permit 65% of private schools have permit to operate/recognition and FLO permit 50% of private schools have permit to operate/recognition and FLO permit	FOCAL PERSON: Private Schools Coor: 1. Summary of private schools with recognition/permit to operate, and FLO permit, accomplishment reports



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	3%	5	14 Programs were effectively implemented with regular monitoring and documentation.	Focal: CID, Program Holders: (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. SPA 6. SPS 7. Special Science Schools 8. ALS 9. OHSP 10. STVEP 11. DCP/DICP 12. Multigrade 13. MTB-MLE 14. ELLNA
		4	12 Programs were effectively implemented with regular monitoring and documentation.	
		3	10 Programs were effectively implemented with regular monitoring and documentation.	
		2	8 Programs were effectively implemented with regular monitoring and documentation.	
		1	6 Programs were effectively implemented with regular monitoring and documentation.	
2.3.1 Enhanced the division initiatives on reading of 'I Hear Kids Read', iRead, various reading initiatives, and Manual for Intentional Mentoring Mechanism for Teacher-Advisers and other areas of concern	2%	5	100% of the schools implemented the division initiatives	Focal: Reading Coor, Youth Formation Coor, 1. 'I Hear Kids Read', 2. iRead, various reading initiatives 3. Manual for Intentional Mentoring Mechanism Accomplishment reports
		4	85% of the schools implemented the division initiatives	
		3	75% of the schools implemented the division initiatives	
		2	65% of the schools implemented the division initiatives	
		1	50% of the schools implemented the division initiatives	
2.3.2 Enhanced the utilization of LAS, IPT and written works across learning areas in all schools/learning centers.	4%	5	100% of 109 schools/learning centers utilized the enhanced assessment tools	Focal: LRMDS : MOVs : samples of LAS, IPT and written works outputs, portfolio of contextualized assessment tools.
		4	85% of 109 schools/learning centers utilized the enhanced assessment tools	
		3	75% of 109 schools/learning centers utilized the enhanced assessment tools	
		2	65% of 109 schools/learning centers utilized the enhanced assessment tools	
		1	50% of 109 schools/learning centers utilized the enhanced assessment tools	

2.3.3 Intensified the implementation of contextualized curricular programs	2%	5	Produced contextualized/localized/indigenized materials in 8 learning areas submitted for validation to the Region LRMS	Focal: LRMS Coor: 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
		4	Produced contextualized/localized/indigenized materials in 6 learning areas submitted for validation to the Region LRMS	
		3	Produced contextualized/localized/indigenized materials in 4 learning areas submitted for validation to the Region LRMS	
		2	Produced contextualized/localized/indigenized materials in 2 learning areas submitted for validation to the Region LRMS	
		1	Produced contextualized/localized/indigenized materials in 1 learning area submitted for validation to the Region LRMS	
2.3.4. Ensured submission of grades for monitoring of student academic performance, characterization, and identification of needs for TA interventions.	2%	5	100% of schools submitted grades with characterization, TA needs, and interventions implemented.	Focal: M&E, PSDS 1. CMSS report, analysis and recommendation
		4	85% of schools submitted grades with characterization, TA needs, and interventions implemented.	
		3	75% of schools submitted grades with characterization, TA needs, and interventions implemented.	
		2	65% of schools submitted grades with characterization, TA needs, and interventions implemented.	
		1	50% of schools submitted grades with characterization, TA needs, and interventions implemented.	
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, ALS, IPED, MTB, Multigrade, SPA, SPJ, GAD, Guidance, SSG	2%	5	Designed and developed contextualized, localized, indigenized materials in 8 learning areas or 10 support educational programs	Focal: LRMS Coor: LR Situation Report/ List of least mastered competencies/ List of hard to teach competencies (C/O EPS) 1. Request Brief 2. Design Brief 3. Quality Assurance Forms Summary of approved developed local curriculum materials
		4	Designed and developed contextualized, localized, indigenized materials in 6 learning areas or 8 support educational programs	
		3	Designed and developed contextualized, localized, indigenized materials in 4 learning areas or 6 support educational programs	
		2	Designed and developed contextualized, localized, indigenized materials in 2 learning areas or 4 support educational programs	



		1	Designed and developed contextualized, localized, indigenized materials in 1 learning areas or 2 support educational programs	
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	2%	5	100% of quality assured and approved local curriculum materials are utilized division-wide	Focal: LRMDS: 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
		4	85% of quality assured and approved local curriculum materials are utilized division-wide	
		3	75% of quality assured and approved local curriculum materials are utilized division-wide	
		2	65% of quality assured and approved local curriculum materials are utilized division-wide	
		1	50% of quality assured and approved local curriculum materials are utilized division-wide	
2.5. Recommended evaluation on the separation of annexes and integration of public secondary schools	2%	5	100% of the secondary schools with annexes & integrated schools are evaluated & recommended for approval	FOCAL PERSONS: SGOD: 1. List of newly-opened public secondary schools; 2. List of secondary annexes schools evaluated for separation
		4	85% of the secondary schools with annexes & integrated schools are evaluated & recommended for approval	
		3	75% of the secondary schools with annexes & integrated schools are evaluated & recommended for approval	
		2	65% of the secondary schools with annexes & integrated schools are evaluated & recommended for approval	
		1	50% of the secondary schools with annexes & integrated schools are evaluated & recommended for approval	
2.6.1 Intensified monitoring of private schools as to compliance with standards in the implementation of the k to 12 curricular requirements.	2%	5	100% of the 112 Kindergarten private schools, 83 Elem. Private schools, 49 private High Schools and 84 private Senior High schools were effectively monitored in a year with documentation.	Focal: M&E: 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
		4	90-99% of the 112 Kindergarten private schools, 83 Elem. Private schools, 49 private High Schools and 84 private Senior High schools were effectively monitored in a year with documentation.	

		3	80-89% of the 112 Kindergarten private schools, 83 Elem. Private schools, 49 private High Schools and 84 private Senior High schools were effectively monitored in a year with documentation.	their compliance with the standards in the implementation of the K to 12 curricular requirements. ; 3. Summary Report
		2	70-79% of the 112 Kindergarten private schools, 83 Elem. Private schools, 49 private High Schools and 84 private Senior High schools were effectively monitored in a year with documentation.	
		1	69% and below of the 112 Kindergarten private schools, 83 Elem. Private schools, 49 private High Schools and 84 private Senior High schools were effectively monitored in a year with documentation.	
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	2%	5	15 Programs were effectively implemented through regular monitoring and documentation.	Focal: Program holders 1. PIR reports, 2. monitoring reports, 3. executive summaries
		4	13 Programs were effectively implemented through regular monitoring and documentation.	
		3	11 Programs were effectively implemented through regular monitoring and documentation.	
		2	9 Programs were effectively implemented through regular monitoring and documentation.	
		1	7 Programs were effectively implemented through regular monitoring and documentation.	
2.7. Intensified the provision of Technical Assistance on the implementation of the different learning modalities	3%	5	100% of elementary and secondary school were provided Technical Assistance (TA) based on their modalities offered.	Focal: CID: Monitoring reports, executive summary with recommendations/provision of TAs
		4	85% of elementary and secondary school were provided Technical Assistance (TA) based modalities offered.	
		3	75% of elementary and secondary school were provided Technical Assistance (TA) based modalities offered.	



			2	65% of elementary and secondary school were provided Technical Assistance (TA) based modalities offered.	
			1	50% of elementary and secondary school were provided Technical Assistance (TA) based modalities offered.	
<b>3. Human Resource Development and Management</b> <b>FOCAL: OSDS-HR, SGOD-HR</b>	3.1 Ensured that hiring, placing and evaluating processes are compliant to the existing CSC Rules and Regulations and DepEd Issuances	2%	5	100% of newly created vacancies of teaching/non-teaching items filled-up within 45 days and natural vacancies of teaching/non-teaching items filled-up within 60 days	Focal: HRMO: 1. Summary of the submitted application before the Civil Service Commission and its transmittal; 2. Summary of deployment
			4	85% of newly created vacancies of teaching/non-teaching items filled-up within 45 days and natural vacancies of teaching/non-teaching items filled-up within 60 days	
			3	75% of newly created vacancies of teaching/non-teaching items filled-up within 45 days and natural vacancies of teaching/non-teaching items filled-up within 60 days	
			2	65% of newly created vacancies of teaching/non-teaching items filled-up within 45 days and natural vacancies of teaching/non-teaching items filled-up within 60 days	
			1	50% of newly created vacancies of teaching/non-teaching items filled-up within 45 days and natural vacancies of teaching/non-teaching items filled-up within 60 days	
			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	2%	
	4	85% of applications officially received with complete documents been processed within three days			
	3	75% of applications officially received with complete documents been processed within three days			
	2	65% of applications officially received with complete documents been processed within three days			
	1	50% of applications officially received with complete documents been processed within three days			

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)	3%	5	100% on personnel action approved within 3 days	Focal: Admin: 1. Summary of Appointments; 2. Summary of Reinstatement; 3. Summary of Deployment
		4	85% on personnel action approved within 3 days	
		3	75% on personnel action approved within 3 days	
		2	65% on personnel action approved within 3 days	
		1	50% on personnel action approved within 3 days	
3.4 Ensured the high level of performance of personnel through periodic close monitoring, coaching performance evaluating and recognition system	3%	5	Conducted mentoring/coaching, performance evaluation and recognition to 100% of personnel	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
		4	Conducted mentoring/coaching, performance evaluation and recognition to 85% of personnel	
		3	Conducted mentoring/coaching, performance evaluation and recognition to 75% of personnel	
		2	Conducted mentoring/coaching, performance evaluation and recognition to 65% of personnel	
		1	Conducted mentoring/coaching, performance evaluation and recognition to 50% of personnel	
3.5 Enhanced the formulation of staff Development plan & welfare programs in the division.	2%	5	Formulated & Conducted 5 staff development plans & programs for the division personnel	Focal: HRD SEPS1. HR Master Plan 2. Accomplishment Report on trainings/ professional programs conducted from January to December 2021 for
		4	Formulated & Conducted 4 staff development plans & programs for the division personnel	



		3	Formulated & Conducted 3 staff development plans & programs for the division personnel	teaching and non-teaching personnel and number of personnel trained and other relevant details
		2	Formulated & Conducted 2 staff development plans & programs for the division personnel	3. Scholarships availed in 2021; number of recipients and other relevant details
		1	Formulated & Conducted 1 staff development plan/program for the division personnel	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	3%	5	100% of L&D Programs inclusive of trainings, TIP, INSET & LAC Sessions were reviewed for approval vis-à-vis LDNA results.	Focal: HRD SEP 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
		4	85% of L&D Programs inclusive of trainings, TIP, INSET & LAC Sessions were reviewed for approval vis-à-vis LDNA results.	
		3	75% of L&D Programs inclusive of trainings, TIP, INSET & LAC Sessions were reviewed for approval vis-à-vis LDNA results.	
		2	65% of L&D Programs inclusive of trainings, TIP, INSET & LAC Sessions were reviewed for approval vis-à-vis LDNA results.	
		1	50% of L&D Programs inclusive of trainings, TIP, INSET & LAC Sessions were reviewed for approval vis-à-vis LDNA results.	
3.7 Enhanced service delivery through PRIME HRM	2%	5	Submitted documents for application to CSC	Focal: AO V, PRIME HRM Committee chairpersons; Executive summary per pillar
		4	Prepared complete documents	
		3	Initial documentation of key office processes;	
		2	SDO undergone Orientation by CSC	
		1	Conceptualized plan for PRIME HRM accreditation	
3.8 Strengthened employee morale by recognizing exemplary initiatives and practices of	3%	5	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	FOCAL PERSON: HR SEPS 1. Recognized and awarded the following: Teacher, Master

	teaching and non-teaching personnel through the Project PRAISE (I AM CDO SEAL OF EXCELLENCE)		4	Recognized and awarded at least 10 employees in the division	Teacher, ALS teacher, ALIVE teacher, SPED teacher, Multigrade teacher, Reading teacher, Head Teacher, Principal, GPTA and non-teaching personnel
			3	Recognized and awarded at least 8 employees	2. Accomplishment Reports and related documents
			2	Recognized and awarded at least 6 employees	3. Memoranda
			1	Recognized and awarded at least 4 employees	
	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.	2%	5	100% of the complaints had been acted upon	Focal: Legal 1. Indorsement of the Complaint 2. Memorandum constituting the Fact Finding Committee 3. Order issued by the Fact Finding Committee
			4	85% of the complaints had been acted upon	Indorsement of the Recommendation of the Fact Finding Committee (if Applicable)
			3	75% of the complaints had been acted upon	
			2	65% of the complaints had been acted upon	
			1	50% of the complaints had been acted upon	
	<b>IV. RESOURCE MANAGEMENT</b>				
	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.	3%	5	Budget utilization and liquidation/disbursement rates increased to 100%;	Focal: Budget Unit. Summary Performance Monitoring Report (SPMR) – Budget Office, Consolidated Status of Cash Advances – Accounting
			4	Budget utilization and liquidation/disbursement rates increased to 85-99%	
			3	Budget utilization and liquidation/disbursement rates increased to 75-84%	
			2	Budget utilization and liquidation/disbursement rates increased to 65-74%	
			1	Budget utilization and liquidation/disbursement rates increased to 50%	
	4.2 Ensured an updated and accurate inventory of school buildings,	2%	5	95% - 100% of school buildings, education facilities and other properties in the division were included in an updated and accurate inventory within the year;	Inventory of Property, Plant and Equipment - Supply Office, EFU -



	education facilities and other properties in the division within the year.		4	80-94% of school buildings, education facilities and other properties in the division were included in an updated and accurate inventory within the year;	Engineering
			3	60-79% of school buildings, education facilities and other properties in the division were included in an updated and accurate inventory within the year;	
			2	40-59% of school buildings, education facilities and other properties in the division were included in an updated and accurate inventory within the year;	
			1	20-39% of school buildings, education facilities and other properties in the division were included in an updated and accurate inventory within the year;	
	4.3 Ensured timely implementation of programs and projects through effective and efficient procurement process adhering to existing rules and regulations.	2%	5	Goods and services were procured 5 days before the implementation of PPAs	Procurement Monitoring Report and Agency Procurement Compliance and Performance Indicator (APCPI) - BAC Secretariat
			4	Goods and services were procured 4 days before the implementation of PPAs	
			3	Goods and services were procured 3 days before the implementation of PPAs	
			2	Goods and services were procured 2 days before the implementation of PPAs	
			1	Goods and services were procured 1 day before the implementation of PPAs	
	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.	2%	5	100% of the budget proposals were approved by the LSB and implemented in the schools.	Approved Budget Proposals, Quarterly SEF Utilizations Report, LSB Annual Report - LSB Secretariat
			4	85% of the budget proposals were approved by the LSB and implemented in the schools.	
			3	75% of the budget proposals were approved by the LSB and implemented in the schools.	
			2	65% of the budget proposals were approved by the LSB and implemented in the schools.	
			1	50% of the budget proposals were approved by the LSB and implemented in the schools.	
	<b>V. PARTNERSHIP AND LINKAGES</b>				
	5.1 Enhanced the provision of schools' resources thru mobilizing support/assistance from	3%	5	100% of the 109 schools gathered various support from at least 5 stakeholders	Focal: SocMob: 1. ASP Form; Summary of the list partners and unit of support; Deed of
			4	85% of the 109 schools gathered various support from at least 5 stakeholders	

various education stakeholders.		3	75% of the 109 schools gathered various support from at least 5 stakeholders	Donation;MOA
		2	65% of the 109 schools gathered various support from at least 5 stakeholders	
		1	50% of the 109 schools gathered various support from at least 5 stakeholders	
5.2 Strengthened stakeholders' participation and resource mobilization through spearheading in partnerships and linkages with LGU's ,NGO, NGA and other stakeholders.	2%	5	Initiated at least 5 division partnership activities and or partnership project proposals.	Focal: SocMob 1. Narrative/ Accomplishment Report 2. Project proposals; MOA/MOU
		4	Initiated at least 4 division partnership activities and or partnership project proposals.	
		3	Initiated at least 3 division partnership activities and or partnership project proposals.	
		2	Initiated at least 2 division partnership activities and or partnership project proposals.	
		1	Initiated at least 1 division partnership activity and or partnership project proposal.	
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.	2%	5	Linked with 5 or more agencies/stakeholders	Focal: DRRM Coor: 1. Accomplishment Report and Supporting Documents
		4	Linked with 4 or more agencies/stakeholders	
		3	Linked with 3 or more agencies/stakeholders	
		2	Linked with 2 or more agencies/stakeholders	
		1	Linked with 1 or more agencies/stakeholders	
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	2%	5	Generated at least 10 Million Pesos in cash or in kind from external stakeholders	Focal: SocMob 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
		4	Generated at least 8 Million Pesos in cash or in kind from external stakeholders	
		3	Generated at least 6 Million Pesos in cash or in kind from external stakeholders	
		2	Generated at least 4 Million Pesos in cash or in kind from external stakeholders	



	support special programs and projects of the division		1	Generated at least 2 Million Pesos in cash or in kind from external stakeholders	Support
<b>VI. OTHER TASKS</b>	6.1 Ensured performance of other functions as may be assigned by higher office.	<b>5%</b>	5	Accomplished 5 tasks delegated by higher office.	Focal: DIO: Executive summary, Accomplishment report
			4	Accomplished 4 tasks delegated by higher office.	
			3	Accomplished 3 tasks delegated by higher office.	
			2	Accomplished 2 tasks delegated by higher office.	
			1	Accomplished 1 tasks delegated by higher office.	
<b>GRAND TOTAL</b>		<b>100%</b>			