

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



05 July 2023

Regional Memorandum
No.398 s.2023

**UPDATES ON THE PREPARATION, SUBMISSION, AND
VALIDATION OF 2023 OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF)**

To: **Schools Division Superintendents
RO Performance Management Team (PMT)**

1. Relative to Regional Memorandum No. 300, s. 2023 titled "Preparation, Submission, and Validation of 2023 Office Performance Commitment and Review Form (OPCRF) of DepEd Region IV-A Third Level Officials", updates are hereby announced.
2. As output of the collaborative works of the Regional Management Committee, a comprehensive draft of Office Performance Commitment and Review Form (OPCRF) for the Office of the Schools Division Superintendent (SDS) has finally been crafted. The KRAs and objectives are with reference to Office Functions Version 3.0. Thus, it is advised that 2023 OPCRFs of all SDSs shall be patterned in this draft with consideration of respective office's context and basic status data as references for some possible adjustments. Soft copy of this material can only be viewed and downloaded from **bit.ly/SDO2023OPCRF** using SDO official email account.
3. Deadline for submission of the fully accomplished (Parts I-IV as applicable) and duly signed 2023 OPCRF Target/Commitment is July 14, 2023 while for the 2023 OPCRF with Rating covering January to June, 2023 is July 25, 2023 which shall then include necessary Means of Verification (MOVs). Please refer to Inclosure for the list of MOVs.
4. For other queries or clarifications, please contact the Regional Performance Management Team (RPMT) through pprd.calabarzon@deped.gov.ph or 8682-5773 loc 470/471.





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5. Strict compliance with this Memorandum is highly enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

cc: 07/ROP1



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Inclosure to RM _____

LIST OF MEANS OF VERIFICATION (MOVS)

(Ref.: Office Functions v. 3.0)

KRA	OBJECTIVE/S	OUTPUTS/MOVS
Curriculum Implementation	1. To ensure effective management and implementation of curriculum in the SDO in compliance to quality standards 2. To ensure effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes 3. To manage the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources	a. Report on the schools which implemented and followed quality teaching and learning standards b. Report on the Curriculum support programs, projects and activities implemented c. Developed localized curricula per learning area d. M&E results analysis utilized with policy recommendations to improve curriculum implementation a. Report on the schools and CLCs with improved learning assessment outcomes per learning area per quarter b. Report on the number of schools and CLCs with improved learning assessment outcomes per learning area per quarter a. Inventory of developed and/or contextualized learning resources b. Report on the number of schools and learning centers that can access and/or utilize learning resources



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<p>Support to school governance and operations</p>	<p>1. To establish a mechanism for effective implementation of PPAs in the SDO</p>	<p>a. Implementing guidelines on the implementation of PPAs with report on SDO units adapting the established mechanism b. Accomplished M &E tools for PAPs implementation c. Approved PIRPA Reports</p>
	<p>2. To translate the National Education Development Plan and Regional Basic Education Plan (RBEF), and framework to operational plan that is aligned to the context and situation of the SDO</p>	<p>a. Copy of signed and approved DEDP</p>
	<p>3. To provide strategic directions on support for school management and operations</p>	<p>a. Approved OPCRF, DEDP/SIP/AIP</p>
	<p>4. To ensure the operationalization of the L&D Systems in the SDO.</p>	<p>a. Approved training proposals/resource package based on LDNA reports b. Implemented programs on rewards and incentives for service excellence</p>
<p>SDO Management • Administrative</p>	<p>1. To properly and promptly provide personnel action (PA) and compensation</p>	<p>a. Report on the number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified (through Personnel Data System) b. Report on the number of personnel who are regularly and promptly provided with compensation (duly signed payrolls) c. Report on the users of e-feedback facility in all offices and results/ listings of feedback gathered d. Report on the number of approved appointments and deployments, other PA evaluated and recommended personnel actions e. Report on the number of vacant items that are filled-up (with increment)</p>

	2. To establish and maintain an updated, accurate, well-planned, and coordinated system for records management and general services	<ul style="list-style-type: none"> a. Printed and electronic copies of records b. Encoded data in a stand-alone computer junket to all systems c. Functional Records Management System e.g., document tracking system d. Data Information systems with the prescribed format and properly signed by authorized officials.
	3. To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd	<ul style="list-style-type: none"> a. Updated Inventory of Division Assets b. Report on the schools and learning centers with updated inventory of supplies, materials, and equipment c. Report on the schools and learning centers provided with necessary supplies, materials & equipment
	4. To ensure compliance to procurement laws/guidelines	<ul style="list-style-type: none"> a. Approved documents compliant with the specifications: <ul style="list-style-type: none"> • Project Procurement Management Plan (PPMP) • Bid/Request for Quotation (RFQ) • Notice of Award (NOA) • Contract • Notice to Proceed (NTP) b. List of procurement transactions that are completely supported by the required procurement documents
SDO Management • Financial Management	1. To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools	<ul style="list-style-type: none"> a. Complete financial management records submitted and acknowledged by receiving GAs b. Budgetary and Financial Reports c. Financial Management Process Flow d. Report on financial issues and concerns e. Reports on fund utilization submitted regularly. f. Liquidation Reports of Schools and LCS g. Monitoring and Evaluation (M&E) Reports

SDO Management • Legal Services		h. Payroll/Disbursement Vouchers i. Financial Accountability Reports (FARs) j. Liquidation Reports of schools and Learning Centers a. List/copy of legal advice/opinions/decisions provided
1. To provide legal advice and opinion to the SDS, ASDS and other officials of the Division in relation to the performance of their functions		
2. To evaluate complaints and conduct investigation on cases filed against non-teaching personnel	a. Reports on complaints acted upon b. Reports on investigations conducted	
3. To draft actions/endorsements on complaints and letters for signature of the SDS in accordance with the provisions of the law and DepEd rules and regulations	a. Reports on endorsements made vis-à-vis number of complaints received b. File of letters/endorsements signed by the SDS	
4. To interpret laws and rules affecting the implementation of various Division programs	a. Reports on documents interpreted vis-à-vis number of endorsements/referrals received	
5. To prepare and review contracts, Memorandum of Agreements (MOA) and instruments to which the Division or any of its offices and schools is a party and interprets the provisions therein	a. List of MOAs and legal instruments reviewed within the target date vs. incoming requests b. Copy of signed / approved Memorandum of Agreements (MOAs)	
6. To conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO)	a. List of investigations conducted versus number of complaints as delegated	
7. To represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	a. Reports or list of legal representation/appearances (if applicable)	
8. To continuously improve the services of the Legal unit	a. Report or list of E- Certifications validated and issued/ released online	

		<p>b. Report on documents acted upon within the allowable time</p> <p>c. List of office processes introduced to improve legal services</p>
<p>SDO Management</p> <p>• ICT Systems Management</p>	<p>1. To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations</p> <p>2. To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems</p> <p>3. To provide technical support in the management of Learning Resource Management System (LRMS)</p> <p>4. To coordinate with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs</p>	<p>a. Approved Maintenance and Monitoring Plan</p> <p>b. M&E Reports</p>
		<p>a. ICT plans and narrative reports signed</p> <p>b. List of or reports on schools and learning centers that implemented the ICT Plan</p>
		<p>a. Reports on the utilization of / access to learning resources and the LRMS</p>
		<p>a. Report on all ICT related activities</p> <p>b. Accomplished requests for technical / repair assistance form</p>
<p>Office Administration and Performance Management</p>	<p>1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiency</p> <p>2. To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level</p> <p>3. To promote a culture of excellence, innovation, and collaboration</p>	<p>a. Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures</p> <p>b. Operational document tracking system</p>
		<p>a. SDO Calendar and Targets</p> <p>b. PIRPA Reports</p>
		<p>a. Documentation of recognition initiatives conducted</p> <p>b. CCSS rating received</p>

		c. Customers' feedback report
	4. To manage the timely and accurate release of information, and communication materials	a. Copy of developed IEC Materials/FAQs
	5. To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	a. IPCRF/OPCRF b. List of PPAs and corresponding number of capacitated staff c. Reports on performance coaching conducted d. Training Completion/Terminal Reports e. Reports on Performance Review conducted