PPRD-RM-2023-734

05 December 2023

Regional Memorandum
No.734 s.2023

SUBMISSION AND VALIDATION OF THE 2023 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

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

1. Relative to Regional Memorandum No. 398, s. 2023, all Schools Division Superintendents (SDSs) and Assistant Schools Division Superintendents (ASDSs) are directed to submit the fully accomplished Final Office Performance Commitment and Review Form (OPCRF) for CY 2023.

2. Below is the timeline and other details of the preparation, submission and validation of the OPCRF.

Date/Inclusive Dates	Activity	Other Important Details
December 12-15 and 18-22, 2023	Preparation of the OPCRF and MOVs	• The OPCR Form can be downloaded from **bit.ly/SDO2023OPCRF** • See the List of MOVs in the Enclosure. • Preparation includes scanning of all signed and certified documents.
December 26-29, 2023	Uploading of the scanned copy of signed OPCRFs and signed/certified MOVs	• Each SDO is provided with own drive/link where the scanned documents shall be uploaded. The list of such drive/link can be found in **bit.ly/YearEndOPCRFCY2023** • Also, the status and progress of submission can be viewed here.
December 29, 2023 (Deadline)	Submission to the Regional Office of the hard copy of the original signed OPCRFs	• The OPCRFs shall be submitted in three (3) original copies. • Hard copy of the MOVs shall no longer be submitted.

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Telephone No.: 02-8682-2114 local 470-471
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Certificate No. PHP QMS 22 93 0085

January 2-5 and 8-10, 2024	Validation of the OPCRF	• The validation will be done as per KRA. • List of RO validators designated by the RPMT Chair can also be found in the Enclosure.

3. In preparation for the above-mentioned activities, SDO personnel identified and designated to take charge of MOV preparation are advised to attend a virtual meeting to be held on December 11, 2023, attendance confirmation to which shall be made by the through **bit.ly/Meeting2023OPCRF**. Other information and updates relative to this meeting will be announced in a separate communication.

4. For other queries or clarifications, please coordinate with the Regional Performance Management Team through pprd.calabarzon@deped.gov.ph or 8682-5773 loc 470/471.

5. Strict compliance with this Memorandum is highly enjoined.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: 07/ROP1

LIST OF MEANS OF VERIFICATION (MOVs) AND VALIDATORS

KRA	OBJECTIVE/S	OUTPUTs/MOVs	RO VALIDATORS
A. Curriculum Implementation	1. To ensure effective management and implementation of curriculum in the SDO in compliance to quality standards	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	Viernalyn Nama Emelia Crescini
	2. To ensure effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes	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	
	3. To manage the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources	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	
B. Support to school governance and operations	1. To establish a mechanism for effective implementation of PPAs in the SDO	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	Luz Osmeña Buenalyn Manuel
	2. To translate the National Education Development Plan and Regional Basic Education Plan (RBEP), and framework to operational plan that is aligned to the context and situation of the SDO	a. Copy of signed and approved DEDP	Elino Garcia Adrian Bullo Jonna Malonzo
	3. To provide strategic directions on support for school management and operations	a. Approved OPCRF, DEDP/SIP/AIP	
	4. To ensure the operationalization of the L&D Systems in the SDO.	a. Approved training proposals/resource package based on LDNA reports b. Implemented programs on rewards and incentives for service excellence	Jisela Ulpina Bryan Pobe Jonnalyn Pattalitan

C.1 SDO Management • Administrative	1. To properly and promptly provide personnel action (PA) and compensation	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)	Ann Geralyn Pelias Maria Susanna Oliveros
	2. To establish and maintain an updated, accurate, well-planned, and coordinated system for records management and general services	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.	Ann Geralyn Pelias Babeth Cruz
	3. To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd	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	Ann Geralyn Pelias Michael Glorial

	4. To ensure compliance to procurement laws/guidelines	a. Approved documents compliant with the specifications:
		  • 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
			Ann Geralyn Pelias
			Jocelyn Martin

C.2 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	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 h. Payroll/Disbursement Vouchers i. Financial Accountability Reports (FARs) j. Liquidation Reports of schools and Learning Centers	Marites Gloria Laarni Evaristo Jeremiah Trinidad
C.3 SDO Management • Legal Services	1. To ensure the provision of legal advice and opinion to the Division, schools, and learning centers in relation to the performance of their functions	a. List/copy of legal advice/opinions/decisions provided	Jocelyn Guzman Crispin Balag-oy Melford Lapnawan
	2. To establish and approve contracts, Memorandum of Agreements (MOA) and other partnership instruments to which the Division or any of its offices and schools is a party and implements 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)	
	3. To ensure the continuous implementation and improvement legal services	a. Report or list of E- Certifications validated and issued/ released online b. Report on documents acted upon within the allowable time c. List of office processes introduced to improve legal services	
C.4 SDO Management • ICT Systems Management	1. To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations	a. Approved Maintenance and Monitoring Plan b. M&E Reports	Rey Valenzuela

	2. To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems	a. ICT plans and narrative reports signed b. List of or reports on schools and learning centers that implemented the ICT Plan	
	3. To provide technical support in the management of Learning Resource Management System (LRMS)	a. Reports on the utilization of /access to learning resources and the LRMS	
	4. To coordinate with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs	a. Report on all ICT related activities b. Accomplished requests for technical/ repair assistance form	
D. Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	a. Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures b. Operational document tracking system	Luz Osmeña Elena Lopez
	2. To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level	a. SDO Calendar and Targets b. PIRPA Reports	Luz Osmeña Buenalyn Manuel
	3. To promote a culture of excellence, innovation, and collaboration	a. Documentation of recognition initiatives conducted b. CCSS rating received c. Customers' feedback report	Jisela Ulpina Maricris Tadioan
	4. To manage the timely and accurate release of information, and communication materials	a. Copy of developed IEC Materials/FAQs	Ariel Azuelo Ma. Joan Paula Dino Blessie Angielane Sotomayor
	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	Jisela Ulpina Mark Anthony Malonzo Donna Lago Nadina Gaton