



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

PPRD-RM-2025-6

03 January 2024

Regional Memorandum
No. 6 s. 2025

**SUBMISSION AND VALIDATION OF THE 2024 OFFICE
PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents

1. Pursuant to DepEd Order No. 2 s. 2015 and DM-OUHROD-2024-0586 (Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards), 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 2024.
2. Below is the timeline and other details of the preparation, submission and validation of the OPCRf.

Date/ Inclusive Dates	Activity	Other Important Details
January 2-3, 6-10, 2025	Preparation of the OPCRf and MOVs	<ul style="list-style-type: none"> • The OPCR Form (Revised 2024) official template can be downloaded from bit.ly/OPCRF2024Annexes (Annex A), for reference • The revised/updated KRA of SDO SDS and ASDS can be downloaded also from bit.ly/OPCRF2024Annexes (Annex C), for reference • See the List of MOVs in the Enclosure. • Preparation includes scanning of all signed and certified documents.
January 13-16, 2025	Uploading of the scanned copy of signed OPCRfs and signed/certified MOVs	<ul style="list-style-type: none"> • 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/YearEndOPCRfCY2024 • Also, the status and progress of submission can be viewed here.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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January 17, 2025 (Deadline)	Submission to the Regional Office of the hard copy of the originally-signed OPCRFs	<ul style="list-style-type: none"> • The OPCRFs shall be submitted in three (3) original copies. • Hard copy of the MOVs shall no longer be submitted.
January 20-24, 27-31, 2025	Validation of the OPCRF	<ul style="list-style-type: none"> • 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. The validation modality and other salient details shall be provided through separate advisories.
4. For other queries or clarifications, please coordinate with the Regional Performance Management Team through ard.calabarzon@deped.gov.ph or pprd.calabarzon@deped.gov.ph.
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. Strategic Leadership and Management	1. 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 Randie B. Atienza Adrian Bullo
	2. 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 PAs implementation	Luz Osmeña Buenalyn Manuel
B. 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	
C. Support to school governance and operations	1. To establish a mechanism for effective monitoring implementation of PPAs in the SDO	a. DMEA Report	Luz Osmeña Buenalyn Manuel
	2. To provide strategic directions on support for school management and operations	a. Contextualized policies/guidelines on school management	Michael Girard R. Alba Andrea Mabelle E. Abrencillo

	3. To ensure the operationalization of the L&D Systems in the SDO.	<p>a. Approved training proposals/resource package based on LDNA reports</p> <p>b. Implemented programs on rewards and incentives for service excellence</p>	Jisela Ulpina Bryan Pobe Jonnalyn Pattalitan
D.1 SDO Management • Administrative	1. To properly and promptly provide personnel action (PA) and compensation	<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)</p> <p>b. Report on the number of personnel who are regularly and promptly provided with compensation (duly signed payrolls)</p> <p>c. Report on the users of e-feedback facility in all offices and results/ listings of feedback gathered</p> <p>d. Report on the number of approved appointments and deployments, other PA evaluated and recommended personnel actions</p> <p>e. Report on the number of vacant items that are filled-up (with increment)</p>	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	<p>a. Printed and electronic copies of records</p> <p>b. Encoded data in a stand-alone computer junket to all systems</p> <p>c. Functional Records Management System e.g., document tracking system</p> <p>d. Data Information systems with the prescribed format and properly signed by authorized officials.</p>	Ann GERALYN Pelias Babeth Cruz
	3. To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd	<p>a. Updated Inventory of Division Assets</p> <p>b. Report on the schools and learning centers with updated inventory of supplies, materials, and equipment</p> <p>c. Report on the schools and learning centers provided with necessary supplies, materials & equipment</p>	Ann GERALYN Pelias Michael Glorial
	4. To ensure compliance to procurement laws/guidelines	<p>a. Approved documents compliant with the specifications:</p> <ul style="list-style-type: none"> • Project Procurement Management Plan (PPMP) • Bid/Request for Quotation (RFQ) • Notice of Award (NOA) • Contract 	Ann GERALYN Pelias Jocelyn Martin

		<ul style="list-style-type: none"> • Notice to Proceed (NTP) b. List of procurement transactions that are completely supported by the required procurement documents 	
D.2 SDO Management <ul style="list-style-type: none"> • Financial Management 	<p>1. To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools</p>	<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 h. Payroll/Disbursement Vouchers i. Financial Accountability Reports (FARs) j. Liquidation Reports of schools and Learning Centers 	<p>Marites Gloria Laarni Evaristo Jeremiah Trinidad</p>
D.3 SDO Management <ul style="list-style-type: none"> • Legal Services 	<p>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</p>	<ul style="list-style-type: none"> a. List/copy of legal advice/opinions/decisions provided 	<p>Melford Lapnawan Omer Licyayo</p>
	<p>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</p>	<ul style="list-style-type: none"> a. List of MOAs and legal instruments reviewed within the target date vs. incoming requests b. Copy of signed / approved Memorandum of Agreements (MOAs) 	
	<p>3. To ensure the continuous implementation and improvement legal services</p>	<ul style="list-style-type: none"> 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 	
D.4 SDO Management <ul style="list-style-type: none"> • ICT Systems Management 	<p>1. To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations</p>	<ul style="list-style-type: none"> a. Approved Maintenance and Monitoring Plan b. M&E Reports 	<p>Rey Valenzuela</p>

	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	
E. Partnership and Linkages	1. To identify resource needs and potential and local and international donors.	a. Signed MOA/MOU b. List of resource needs with the profile of potential local and international donors	Eduarda M. Zapanta Ramil G. Ginete Wilbert C. Ulpindo
	2. To craft localized policies and standards for partnership building.	a. Memoranda b. Localized policies and standards for partnership building	
	3. To create opportunities for partnership in relevant areas.	a. Signed MOAs/MOUs b. Support/ Assistance received with applicable support documents (e.g., contracts, pledges)	
	4. To establish M&E for partnership sustainability	a. Progress report b. M&E Tool for sustained partnership c. Organized information system	
F. Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	c. Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures d. 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	Jisela Ulpina Maricris Tadioan

		c. Customers' feedback report	
	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 Angelaine Sotomayor
	5. To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	a. IPCRF/OPCRF Accomplishments 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 Gatón