



Republic of the Philippines
Department of Education
 REGION III
 Schools Division Office of Bulacan

OFFICE MEMORANDUM

Office Memorandum No.061, s. 2022

To: Assistant Schools Division Superintendent
 Division Chiefs
 Unit Heads
 All Others Concerned

From: The Schools Division Superintendent

Date: January 10, 2022

Subject: Submission of MOVs for the OPCRf 2021

In compliance to Regional Memorandum No. 002, s. 2022, Implementation Guidelines on Periodic Performance Evaluation of Third Level Officials issued by the Regional Office, you are hereby instructed to submit all required documents as means of verifications (MOVs) for the Office Performance Commitment Review Form (OPCRf) 2021 subject for the regional evaluation on 3rd week of January 2022 by the Regional Performance Management Team (RPMT). Table below shows the KRAs and responsible unit where the MOVs may come from. Submission of softcopies of supporting documents shall be on or before January 13, 2022, via google drive to be posted later.

Areas	MOVS	Responsible Unit
Part I. Innovations		
Innovating and Intervening Accomplishment	Innovations and SDO Accomplishments (wins on different competitions)	OSDS, CID, SGOD
Part II. OPCRf		
1.Strategic Management and Operations		
1. 1 led in the development and implementation of Division Education Development Plan (DEDP) and operational plans for the school's division office and schools	Annual Implementation Plan, Work and Financial Plan Copies of: DEDP, AIP, Quarterly DMEA Reports with findings/ Analysis	SGOD, CID, OSDS
1.2 led in the implementation of policies, research agenda, programs, projects, and activities anchored on evidence-based planning	Agency Performance Report (Annual Report based on PREXC) Copies of: Agency Performance Reports (APR) submitted to DBM, Compendium of Researches	SGOD, CID, OSDS



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1.3. led in the sustainability of quality management processes in the SDO	Quality Management Systems, Internal Surveillance Report Updated Operation Manuals, Results of Internal Quality Surveillance Team vis-a vis Continuous Improvement Initiatives	SGOD
1.4. overseen the operationalization of the Management Information Systems (MIS)	Updated PMIS, EBEIS, PSIPOP and other information systems Updated PMIS (quarterly online generation of AR, ATC, Physical and Financial Accomplishment Report), EBEIS, PSI-POP	SGOD, OSDS
1.5. overseen the Division and school populace through the management and implementation of health programs, provision of basic health and nutrition services and establishment of a healthful school environment.	Programs, Projects, and Activities	SGOD - School Health Section
1.6. ensured coordination with Division Field Technical Assistance Team (DFTAT) for the provision of technical assistance for the division and schools	Division TA Plan Quarterly TA Plan vis-à-vis Quarterly DMEA Needs Assessment, TA Accomplishment Reports	SGOD, CID, OSDS
1.7. led the schools in ensuring compliance to standards	Improved SBM Level of Practice List of Schools with SBM Level for 2020, and List of Improved Schools validated by the Division SBM Team, List of Schools Validated/ certified by RO	SGOD
2. Curriculum and Instruction Management		
2.1. led in the general supervision over basic education in managing programs for curriculum implementation, localization of curricula, and learning delivery	Division Basic Education Learning Continuity Plan (Updated) CID Supervisory Plan, M& E and Accomplishment Reports, Division Basic Education Learning Continuity Plan, Innovations,	CID
2.2. led and managed the development of local curriculum materials	Developed and quality assured contextualized Learning materials Inventory or list of locally developed materials and report	CID



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	on utilization Inventory or list of locally developed materials and report on utilization	
2.3. led in the development of contextualized assessment tools to measure learners' achievement	Contextualized learning assessment tools List of Competencies, Validation Result of the Tools, Pilot Testing	CID
3. Human Resource Development and Management		
3.1. acted on complaints brought before the office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation.	Report on Number of written Complaints acted upon Inventory and Status of cases received, and action taken	OSDS
3.2. spearheaded in the implementation of the approved Professional Development Plan for teachers, school leaders and non-teaching personnel in accordance with the procedures and standards of the Learning and Development System.	Human Resource Management Development Plan Copy of the SDS approved PD plan developed by the HRMO, List of Learning Development Activities conducted vis-à-vis training needs analysis	SGOD – HRD
3.3. managed the development and implementation of the performance management, rewards and recognition, employees' welfare, and succession and exit programs.	CSC PRIME HRM Recognition Mid and End of Year Performance Evaluation (IPCR and OPCR Ratings) intervention plan bridging performance gaps copy of rewards and recognition	SGOD, CID, OSDS
3.4. led in the Professional Development of the employees within area of jurisdiction	Summary of performance ratings. TNA vis-a- vis training conducted. List of trainings (per category: for SHs managerial/ leadership; for non- teaching: technical skills; for teaching: pedagogical, technical) and number.of employees trained.	SGOD -HRD
3.5. ensured that recruitment, selection, and placement is implemented effectively and efficiently	PSIPOP, Report of Filled and Unfilled Positions	OSDS
4. Resource Management		
4.1. led in budget preparation and equitable allocation of funds and resources at Division Office, Schools and Learning Centers	Report on Equitable Budget Allocation Budget Proposal for the Fiscal year 2021	OSDS



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4.2. supervised the division office management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources	BFARS, Financial Statements (monthly, quarterly) Division Budget utilization Rate	OSDS
4.3. led in the preparation and recommended approval of budgets of schools and all learning centers within the Division to the provincial/city board after conferring with them on matters affecting school appropriations and disbursements	SEF Annual Budget, quarterly SEF Utilization report	Dr. Gregorio Quinto, Jr.
4.4. exercised general administration and supervision of properties both fixed and movable within her/his jurisdiction and approved the allocation/use and/or acquisition/procurement of goods and services for instructional and non-instructional purposes including repairs, maintenance, rehabilitation, and construction of educational facilities, subject to existing rules and regulations.	Allocation /use and /or acquisition/ procurement of Goods and Services	OSDS
5. Partnership and Linkages		
5.1. Led in the generation of additional resources based on the needs of schools through partnership and linkages	Inventory of Needs and Resource Generated	SGOD – SocMob
5.2. spearheaded partnerships and linkages with local government units, non-government organizations, and other agencies/stakeholders on matters affecting schools/LCs and certain community development projects;	List of Partnership MOA/MOU	SGOD – SocMob
5.3. ensured sustainability of existing partnership, and established linkage and network with other local government units for	List of Sustained partnerships/ Establish linkage and network on DRRM	SGOD – SocMob, DRRM



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disaster risk reduction and emergency response purposes.		
Part III. CESPES		
Planning and Management Information System	a. Number of conducted planning conference b. Number of reviewed approved OPCRFS	SGOD, OSDS
Planning and Management Information System	a. Number of conducted RMEA b. Number of conducted DMEA	SGOD
Education Policy Development Program	a. Percentage of satisfactory feedback from clients on issued policies b. Number of policies formulated, reviewed and issued c. Number of education researches completed d. Number of proposed policies reviewed	SGOD, CID, OSDS
Basic Education Inputs Program	Percentage of schools with computer package a. Elementary	OSDS – ICT
	Percentage of schools with computer package b. Secondary	OSDS – ICT
	Number of: a. new classrooms constructed	SGOD
	Number of : b. textbooks and instructional/learning materials procured for printing and delivery	CID
	Number of equipment distributed: a. Science and Math package	CID
	Number of equipment distributed: b. ICT	OSDS
	Number of equipment distributed: c. Techvoc Equipment	CID – Dr. Joel Vasallo



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Inclusive Education Program	Percentage of learners enrolled in: a. SPED (public)	CID- Dr. Agnes B.
	Percentage of learners enrolled in: b. ALIVE (both public and private)	CID – Dr. Olive
	Percentage of learners enrolled in: c. IPED (public)	CID – Dr. Olive
	Percentage of learners enrolled in: d. ALS	CID – Dr. Olive
	Number of schools offering the following programs: a. ALIVE	CID – Dr. Olive
	Number of schools offering the following program: b. IPED	CID – Dr. Olive
	Number of schools offering the following program: c. SPED	CID – Dr. Agnes B.
	Number of schools offering the following program: d. Multigrade Education Program	CID – Agnes B.
	Number of Community Learning Centers offering ALS	CID – Olive
Support to Schools and Learners Program	Retention rate a. Elementary	SGOD Planning
	Retention rate b. Junior High School	
	Completion rate a. Elementary	
	Completion rate b. Junior High School	
	Proportion of children and young people achieving towards nearing mastery level (NAT) a. Elementary	
	Proportion of children and young people achieving towards nearing mastery level (NAT) b. Junior High School	



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	Number of learners benefiting from the School Based Feeding Program	SGOD – Sch Health
	Number of grantees: a. Education Service Contracting (ESC)	SGOD – Sir Jay arr T
	Number of grantees: b. SHS Voucher	SGOD – Sir Jay arr T
	Number of grantees: Joint Delivery Tech-Voc and Livelihood (TVL)	SGOD – Sir Jay arr T/Dr. Joel V
Physical Fitness and School Sports	Number of Schools with Physical Fitness and schools sports program	SGOD – Sir Jay arr T
Disaster Preparedness and Response Program	Number of Schools with Disaster Preparedness and Response and Response Program	SGOD – Pete
Child Protection Program	Number of Schools with Child Protection Policies	CID
General management and supervision	Percentage of quality management processes sustained	SGOD
	Percentage of updated Operations Manual	SGOD
Planning and Management Information System	Percentage of updated Management Information System	SGOD Planning
General Management and Supervision	Number of technical assistance provided to division and schools	SGOD, CID
Basic Education Inputs Program	Percentage of schools meeting the standard ratio for teachers a. Elementary	Planning
	Percentage of schools meeting the standard ratio for teachers b. Junior High School	
	Classroom Pupil Ratio a. Kindergarten	
	Classroom Pupil Ratio b. Grades 1-3	
	Classroom Pupil Ratio c. Grades 4-6	
	Classroom Pupil Ratio d. Junior High School	
Basic Education Curriculum	Percentage of PAPs implemented in the BE-LCP	CID



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Management and Administration of Learning	Number of developed and approved and distributed learning materials	CID
Legal Services	Number of Schools provided legal assistance	OSDS
	Number of trainings conducted on legal matters	OSDS
Administration of Personnel Benefits	Number of Schools Administered Personnel Benefits	SGOD – HRD
Education Human Resource Development Program	Percentage of PPAs implemented in the Professional Development Plan	SGOD – HRD
	implemented under performance management, rewards and recognition, employees welfare, and succession and exit	SGOD – HRD
	Percentage of PPAs	SGOD, CID, OSDS
Education Human Resource Development Program	Increase in percentage of schools conducting schools learning action cell sessions	SGOD, CID
	Number of teachers and teaching-related staff trained a. Teachers b. Teaching-related c. Non-Teaching	SGOD – HRD
Number of newly-created teaching positions filled up	Number of newly-created teaching positions filled up	OSDS
General Management and Supervision	Percentage of functional divisions given equitable allocation of funds and resources	OSDS
Operation of Schools	Percentage of schools given equitable allocation of funds and resources	OSDS
	Percentage of the financial resources utilized	OSDS
Building Partnerships and Linkages Program	Percentage of PPAs in the Division Annual Implementation Plan included in the SEF budget implemented	Dr. Gregorio Quinto, JR
	Percentage of identified schools needs addressed through partnerships	SGOD – Soc Mob
Building Partnership and Linkages Program	Number of Schools with increased partnership	SGOD – Soc Mob



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Building Partnership and Linkages Program	Number of existing partnerships sustained	SGOD – Soc Mob
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All unit heads are advised to open their communication line for any clarifications to be made by the team preparing this activity.

Attached are the copies of the said regional memorandum and OPCRF 2022 for reference.

For information and compliance.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



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