



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

August 22, 2022

DIVISION MEMORANDUM

No. 283 s. 2022

**PHASE 2: PLANNING – MEETING FOR OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM (OPCRF) PHASE 1: PERFORMANCE TARGET SETTING AND
DEVELOPMENT FOR SCHOOL YEAR 2022 – 2023**

To: Assistant Schools Division Superintendents
Division Chiefs
Select Public Elementary and Secondary School Heads
All Others Concerned

1. As agreed during the Planning – Meeting for Office Performance Commitment and Review Form (OPCRF) Phase 1: Performance Target Setting and Development for School Year 2022- 2023 conducted last August 16, 2022 at the SDO Conference Hall, a focus group discussion shall be conducted on August 24, 2022 by persons involved per career stage, and finalization and presentation of the OPCRf for SY 2022-2023 shall be done on September 9, 2022 at 8:30AM at Pulilan Central School, Pulilan, Bulacan. It is further agreed that the Office Performance Commitment and Review Form (OPCRF) to be used by the school heads for School Year 2022 – 2023 shall vary by career stage by position title shown in the table below together with the select school heads in- charge in the finalization of the said form.

| Career Stage | Position Title | Persons involved |
|--------------|---------------------------|---|
| 1 | Head Teachers/OICs/TICs | Elementary MA. CHARITO ROBLES-CRUZ, PhD Principal IV - Inaon Integrated School MA. ALMA V. BALANZA Principal IV - Cong. R. Cruz MCS Secondary FREDERICK G. DEL ROSARIO Principal I - Francisco Xavier High School MA. REGINA M. LOPEZ Principal II - Dr. Felipe de Jesus NHS IRENE S. VELASCO Principal I – Batia HS |
| 2 | School Principal I and II | Elementary REVELYN L. MANIEGO, EdD Principal IV - Pulilan Central School CHARITO N. LAGGUI, PhD |



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|---|----------------------|--|
| | | Principal IV - Guiguinto Central School Secondary NERI L. DIZON Principal II - Obando NHS LOIDA G. RILLERA Principal III - San Roque NHS ODETTE V. ESPIRIDION Principal I - Lydia Villangca Trade School |
| 3 | School Principal III | Elementary JOSEFINA Q. CRUZ, PhD. Principal IV - Matias A. Fernando MS MARITES F. TORNIO Principal III - Parada ES Secondary CEANCENO M. ESPIRITU, JR., PhD Principal III - Norzagaray NHS MARIA LOURDES L. RAMOS Principal III - Felizardo Lipana NHS NANCYLITA C. CUBOL Principal III - Sta. Maria NHS |
| 4 | School Principal IV | Elementary MA. LORENA B. CARDENAS, PhD Principal IV - Plaridel Central School NORA J. ADRIANO Principal IV - Balagtas Central School Secondary CESAR V. VALONDO Principal IV - Carlos F. Gonzales HS RIZALDY C. PIDLAOAN Principal IV - Parada NHS ROSAURO A. VILLANUEVA Principal IV - Prenza NHS ROMAN M. CARREON Principal IV - Guiguinto Vocational NHS |



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2. This planning – meeting aims to set the targets of the schools for SY 2022 – 2023 as reflected in the OPCRf and finalize the Performance Target Setting and Development for both elementary and secondary schools.
3. Participants to this planning - meeting are the assistant schools division superintendents, 6 public schools district supervisors EDDIS chairs, 2 education program supervisors to be identified by the CID chief, education program supervisor from the SGOD, officers of the elementary and secondary schools associations, senior education program specialists and education program specialist II from the HRD and SMME units.
4. All participants are expected to bring laptop with all the data necessary for this planning – meeting. This Memorandum serves as the travel authority of all participants.
5. It is expected that all participants observe the minimum health standard protocols in compliance to Inter-Agency Task Force (IATF) policies under Alert Level as pre-emptive interventions to combat COVID 19.
6. All expenses to be incurred in the conduct of the aforesaid activity shall be charged against Division MOOE subject to usual accounting/auditing rules and regulations.
7. It is desired that this Memorandum be given widest dissemination and compliance of all concerned is enjoined.


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

