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

July 4, 2023

DIVISION MEMORANDUM

No. 286 s. 2023

**OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)
 OF ELEMENTARY AND SECONDARY SCHOOL HEADS
 VALIDATION AND EVALUATION PROCESS**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 SEPS/Personnel of the SGOD
 All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 entitled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office announces the conduct of the Phase III of the Performance Cycle/Process for School Year 2022 – 2023 which is the Performance Review and Evaluation. The said phase is done at the end of the performance cycle to assess the office performance level based on the commitment and measures as contained in the signed Office Performance Commitment and Review Form (OPCRF).
2. The schedule of the performance review and evaluation is as follows:

Elementary Level	Secondary Level	Activity
July 24, 2023	July 20, 2023	Final meeting of the members of the validating team by sub-teams/districts (PSDSes, EPSes, and SEPSes and EPSes II of the SGOD) Time and venue to be identified by the members of the sub-teams
July 27, 2023	July 21, 2023	Preparation of documents (OPCRF self-rated together with the MOVs) of school heads ready for validation and evaluation by the validating team (all in hard copies)
July 31 – August 4, 2023	July 24 - 28, 2023	Validation and evaluation of documents by the validating teams




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August 7, 2023	July 31, 2023	Submission of validated 2 copies of the OPCRf with initials/signatures of the members of the validating team to the Office of the ASDS in-charge (EDDIS I, III and VI for ASDS Zurex T. Bacay, PhD, and EDDIS II, IV and V for ASDS Cecilia E. Valderama, PhD.) Elementary – District Consolidated Secondary – EDDIS Consolidated
August 8 - 11, 2023	August 1 - 4, 2023	Final validation by the Raters
August 14 - 18, 2023	August 7 - 11, 2023	Return of signed OPCRf by the rater to school heads
August 22 - 26, 2023	August 14 - 18, 2023	Submission of the signed OPCRf (soft copy) to HRD Unit, link to be provided

- As per DepEd Order No. 2, s. 2015, the raters of the school heads are the Assistant Schools Division Superintendents, and the approving authority is the Schools Division Superintendent. The raters assign the following members of the RPMS Validating Teams to assist in the assessment of means of verifications (MOVs) during the performance review and evaluation.
- Attached are Enclosure No. 1, Composition of the Validating Teams, and Enclosure 2, Procedure in the Validation and Evaluation Process.
- Expenses to be incurred in the conduct of the said activity shall be charged against school local fund subject to the usual accounting and auditing rules and regulations.
- It is expected that all participants observe the minimum health protocols in compliance with health standards as pre-emptive interventions to combat any infectious diseases.
- Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, Ed.D. CESO V
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. ,s. 2023

Elementary Group					
Team	Date	Districts	Venue (all district offices)	KRAs	In - Charge
1	08/01/23	Paombong	Paombong	Domain 1: Leading Strategically	Paul J. Candelaria
	08/02/23	Hagonoy West	Hagonoy West	Domain 2: Managing School Operations and Resources	.Anne P. Castillo, PhD.
	08/03/23	Hagonoy East	Hagonoy East		
	08/04/23	Plaridel	Plaridel	Domain 3: Focusing on Teaching and Learning	Alexander A. Adonis, PhD.
				Domain 4: Developing Self and Others	Dulce Regina C. Flores, EdD
				Domain 5: Building Connections	Perlita G. Pagdanganan, PhD
				Plus Factor	
2	08/01/23	Calumpit North	Calumpit North	Domain 1: Leading Strategically	Marquez T. Cartel
	08/02/23	Calumpit South	Calumpit South	Domain 2: Managing School Operations and Resources	Alexander C. Cruz, PhD
	08/03/23	Bulakan	Bulakan		
	08/04/23	Pullan	Pullan	Domain 3: Focusing on Teaching and Learning	Priscilla SM. Navarro EdD.
				Domain 4: Developing Self and Others	Ana-Liza E. Villanueva EdD
				Domain 5: Building Connections	Ma. Lourdes J. Patag
				Plus Factor	
3	08/01/23	Pandi North	Pandi North	Domain 1: Leading Strategically	Teresita B. Alquiza, PhD.
	08/02/23	Pandi South	Pandi South	Domain 2: Managing School Operations and Resources	Esperanza F. Perez, Ed.D.
	08/03/23	Baliuag North	Baliuag North		
	08/04/23	Baliuag South	Baliuag South	Domain 3: Focusing on Teaching and Learning	Jennifer E. Quinto Ph. D.
				Domain 4: Developing Self and Others	Irene L. Elizalde, Ph. D.
				Domain 5: Building Connections	Cecille E. Cruz
				Plus Factor	
4	08/01/23	Bustos	Bustos	Domain 1: Leading Strategically	Racquel D. Salazar
	08/02/23	Bocaue	Bocaue	Domain 2: Managing School Operations and Resources	Jonar C. David, Ed. D.
	08/03/23	Guiguinto	Guiguinto		
	08/04/23	Balagtas	Balagtas		



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				Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Ma. Neriza P. Fanuncio, Ed.D. Lorelina G. Sierra, Ed. D. Ma. Bella S. Fajardo
5	08/01/23	San Miguel North	San Miguel North	Domain 1: Leading Strategically	Guillermo J. Flores, EdD.
	08/02/23	San Miguel South	San Miguel South	Domain 2: Managing School Operations and Resources	Edelmira S. Dorega, PhD.
	08/03/23	San Miguel Central	San Miguel Central	Domain 3: Focusing on Teaching and Learning	Rafael C. Rubio, PhD.
	08/04/23	DRT	DRT	Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Carlito G. dela Cruz Ph. D. Bryan Amiel De Jesus
6	08/01/23	San Ildefonso North	San Ildefonso North	Domain 1: Leading Strategically	Daniel V. Ortega, Ph. D.
	08/02/23	San Ildefonso South	San Ildefonso South	Domain 2: Managing School Operations and Resources	Willian Ortega
	08/03/23	San Rafael South	San Rafael South	Domain 3: Focusing on Teaching and Learning	Ma. Nifia P. Avendaño, Ed. D.
	08/04/23	San Rafael North	San Rafael North	Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Marisa V. Ortega Marilene G. Ramos
7	08/01/23	Norzagaray West	Norzagaray West	Domain 1: Leading Strategically	Priscila P. Iliscupidez, Ed. D.
	08/02/23	Norzagaray East	Norzagaray East	Domain 2: Managing School Operations and Resources	Nora G. Manalo, Ph. D.
	08/03/23	Angat	Angat	Domain 3: Focusing on Teaching and Learning	Angelita Baltazar
	08/04/23	Obando	Obando	Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Anabell R. Palomo, PhD. Ma. Jesusa V. Pampilon, PhD
8	07/31/23	Sta. Maria West	Sta. Maria West	Domain 1: Leading Strategically	Cecilia P. Buenaventura, Ed. D.



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	08/01/23	Sta. Maria East	Sta. Maria East	Domain 2: Managing School Operations and Resources	Leonora V. Bergado, Ed. D.
	08/02/23	Sta. Maria Central	Sta. Maria Central	Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Marilyou V. Cruz, PhD. Maximo C. Herrera, Ed. D. Gilbert Agapito
	08/03/23	Marilao South	Marilao South		
	08/04/23	Marilao North	Marilao North		

Note:

- All PSDSes shall identify a specific venue and time schedule for school heads on the said validation.
- OPCRF Part II – School Head Competencies, Part III – Summary of Ratings, and Part IV – Development Plans shall be validated by the PSDS in charge of the district and shall fix his/her signature after the validation.
- The Rater for EDDIS I, III and VI is ASDS Zurex T. Bacay, PhD, and for EDDIS II, IV and V is ASDS Cecilia E. Valderama, PhD while the approving Authority is the Schools Division Superintendent, Norma P. Esteban, EdD., CESO V.

Secondary Group

9	07/25/23	EDDIS 1	The validating team may agree with the school heads for the venue	Domain 1 Leading Strategically Domain 2: Managing School Operations and Resources Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Virgilio L. Laggui, PhD. Anastacia N. Victorino, PhD. Ariston Manuel Marinella P. Garcia - Sy, PhD. Eleseio Godoy, PhD.
10	07/26/23	EDDIS 2	The validating team may agree with the school heads for the venue	Domain 1 Leading Strategically Domain 2: Managing School Operations and Resources Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Virgilio L. Laggui, PhD. Anastacia N. Victorino, PhD. Ariston Manuel Marinella P. Garcia - Sy, PhD. Eleseio Godoy, PhD.
11	07/27/23	EDDIS 3	The validating team may agree with the school heads for the venue	Domain 1 Leading Strategically Domain 2: Managing School Operations and Resources Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Virgilio L. Laggui, PhD. Anastacia N. Victorino, PhD. Ariston Manuel Marinella P. Garcia - Sy, PhD. Eleseio Godoy, PhD.
12	07/25/23	EDDIS IV	The validating team may agree with the school heads for the venue	Domain 1 Leading Strategically Domain 2: Managing School Operations and Resources	Agnes R. Bernardo, PhD. Rainelda M. Blanco, PhD. Joel I. Vasallo, PhD. Jay – Arr V. Songoyo., PhD. Francisco B. Macale



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				Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	
13	07/26/23	EDDIS V	The validating team may agree with the school heads for the venue	Domain 1 Leading Strategically Domain 2: Managing School Operations and Resources Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Agnes R. Bernardo, PhD. Rainelda M. Blanco, PhD. Joel I. Vasallo, PhD. Jay – Arr V. Songoyo., PhD. Francisco B. Macale
1	07/27/23	EDDIS VI	The validating team may agree with the school heads for the venue	Domain 1 Leading Strategically Domain 2: Managing School Operations and Resources Domain 3: Focusing on Teaching and Learning Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor Domain 4: Developing Self and Others Domain 5: Building Connections Plus Factor	Agnes R. Bernardo, PhD. Rainelda M. Blanco, PhD. Joel I. Vasallo, PhD. Jay – Arr V. Songoyo., PhD. Francisco B. Macale
Note: <ul style="list-style-type: none"> All DEPSs shall coordinate with the EDDIS chairs to identify a specific venue and time schedule for school heads on the said validation. OPCRF Part II – School Head Competencies, Part III – Summary of Ratings, and Part IV – Development Plans shall be validated by the DEPS in charge of the district and shall fix his/her signature after the validation. The Rater for EDDIS I, III and VI is ASDS Zurex T. Bacay, PhD, and for EDDIS II, IV and V is ASDS Cecilia E. Valderama, PhD while the approving Authority is the Schools Division Superintendent, Norma P. Esteban, EdD., CESO V. 					



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Enclosure No. 2 to Division Memorandum No. , s. 2023

Procedure for the Performance Validation and Evaluation Process

- a. School heads print his/her OPCRf with the corresponding score assigned to each KRAs tallied with the MOVs.
- b. School heads arrange MOVs by folder in order as appeared in the OPCRf.
- c. Validating team to check the MOVs presented against the OPCRf. Evaluation will be based on the evidence presented in the different KRAs.
- d. No MOVs presented means no claiming of score to a certain KRA.
- e. If wishes to clarify, the validating team may discuss with the concerned school heads on the MOVs presented.
- f. Validating team in charge of the KRAs fixes his/her signature to the score appeared in the OPCRf.
- g. One of the members of the validating team fixes his/her signature at the school heads final grade after computing the score as end of the process.
- h. School heads submit the validated copy of the OPCRf together with the summary sheet of the results of the validation at the district office for consolidation for the elementary group, while at the secondary group, EDDIS chairs are expected to consolidate the validated OPCRf of the school heads within the EDDIS and prepare a summary sheet to be submitted at the Division Office.

