



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

June 18, 2024

DIVISION MEMORANDUM

No. 277 s. 2024

**VALIDATION AND EVALUATION OF ELEMENTARY AND SECONDARY
SCHOOL HEADS' OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM (OPCRF) FOR SY 2023 - 2024**

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 2023 – 2024 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 with the procedure of the performance review and evaluation is as follows:

Elementary Level	Secondary Level	Activity
June 21, 2023	June 20, 2023	Orientation among school heads on manner and procedure of the validation and evaluation processes by the raters (assistant schools division superintendents) during the management committee meeting
June 24, 2024 onward	June 24, 2024 onward	Preparation of documents (OPCRF self-rated together with the MOVs, Magazine-Type Document and 5-minute powerpoint presentation) by the school heads Note: In compliance to DepEd Memorandum No. 2024-02-01300 on the Guidance on the



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		Mandatory 30-Day Vacation of Teachers, teachers are strictly prohibited to be called in assisting school heads in the preparation of the said MOVs.
June 24, 2024	June 24, 2024	Meeting of the members of the validating and evaluating teams (PSDSes, EPSes, SEPSes and EPSes II of the SGOD, and concerned unit heads of the OSDS) during the conference meeting on TA Provision at Guiguinto District Hall, Guiguinto, Bulacan
July 15 - 26, 2024	July 15 - 26, 2024	Validation and evaluation of documents by the teams
July 31, 2024	July 31, 2024	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 V for ASDS Maria Celina L. Vega, CESO V and EDDIS II, IV and VI for ASDS Atty Bryan M. Santos, CESE) Elementary – District Consolidated Secondary – EDDIS Consolidated
August 1 - 8, 2024	August 1 - 8, 2024	Final evaluation and signing of the rater - Maria Celina L. Vega, CESO VI
August 12 - 16, 2024	August 12 - 16, 2024	Return of signed OPCRf by the rater to school heads
August 19 - 23, 2024	August 19 - 23, 2024	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 (MOV) during the performance review and evaluation.
- Attached are Enclosure No. 1, Specific Schedule on the Presentation of the OPCRf of School Heads with the Composition of the Validating and Evaluating Teams, and Enclosure 2, Procedure in the Validation and Evaluation Process.



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5. 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.
6. 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.
7. 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. 2024

Date	EDDISs/District	In-Charge
Elementary Level		
	EDDIS 1	
July 15, 2024 AM	Paombong	ASDS Maria Celina L. Vega, CESO VI Public Schools District Supervisor of the District SEPS, HRD EPS II, SMME EPS II, SMN
July 16, 2024 AM	Bulakan	
July 15, 2024 PM	Hagonoy West	
July 15, 2024 PM	Hagonoy East	
July 17, 2024 AM	Calumpit North	
July 17, 2024 PM	Calumpit South	
July 24, 2024 AM	Pulilan	
	EDDIS 2	
July 15, 2024 AM	Plaridel	ASDS Atty. Bryan M. Santos, CESE Education Program Supervisor, Alaga in-charge SEPS, SMME SEPS, SMN EPS II, HRD
July 15, 2024 PM	Bustos	
	EDDIS 3	
July 18, 2024 AM	DRT	ASDS Maria Celina L. Vega, CESO VI Public Schools District Supervisor of the District SEPS, HRD EPS II, SMME EPS II, SMN
July 18, 2024 PM	San Miguel Central	
July 19, 2024 AM	San Miguel North	
July 19, 2024 PM	San Miguel South	
July 22, 2024 AM	San Ildefonso North	
July 22, 2024 PM	San Ildefonso South	
July 23, 2024 AM	San Rafael East	
July 23, 2024 PM	San Rafael West	
	EDDIS 4	
July 16, 2024 AM	Marilao North	ASDS Atty. Bryan M. Santos, CESE Education Program Supervisor, Alaga in-charge SEPS, SMME SEPS, SMN EPS II, HRD
July 16, 2024 PM	Marilao South	
July 17, 2024 AM	Obando	
	EDDIS 5	
July 26, 2024 AM	Pandi North	ASDS Maria Celina L. Vega, CESO VI Public Schools District Supervisor of the District SEPS, HRD EPS II, SMME EPS II, SMN
July 26, 2024 PM	Pandi South	
July 24, 2024 PM	Guiguinto	
July 25, 2024 AM	Bocaue	
July 25, 2024 PM	Balagtas	
	EDDIS 6	
July 19, 2024 AM	Angat	ASDS Atty. Bryan M. Santos, CESE Education Program Supervisor, Alaga in-charge
July 18, 2024 AM	Norzagaray East	



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July 18, 2024 PM	Norzagaray West	SEPS, SMME
July 22, 2024 AM	Sta. Maria Central	SEPS, SMN
July 19, 2024 PM	Sta. Maria West	EPS II, HRD
July 22, 2024 PM	Sta. Maria East	
Secondary Level		
Date	EDDISs/District	In-Charge
July 23, 2024 AM	EDDIS 1	ASDS Atty. Bryan M. Santos, CESE
July 23, 2024 PM	EDDIS 2	Education Program Supervisor, Alaga in-charge
July 24, 2024 AM	EDDIS 3	SEPS, SMME
July 24, 2024 PM	EDDIS 4	SEPS, SMN
July 25, 2024 AM	EDDIS 5	EPS II, HRD
July 25, 2024 PM	EDDIS 6	



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Enclosure No. 2 to Division Memorandum No. , s. 2024

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 to be presented through magazine-type document.
- b. School heads present MOVs (MAGAZINE-TYPE) capsulizing all performances, accomplishments and achievement of the school. Also, a 5-minute powerpoint presentation (or any other form of presentation) must be ready during the validation and presentation time.
- c. School heads are encouraged to present MOVs with the presentation on their own unique style.
- d. Validating team to check the MOVs (magazine-type) presented against the OPCRF. Evaluation will be based on the evidence presented in the different KRAs.
- e. No MOVs presented means no claiming of score to a certain KRA.
- f. If wishes to clarify, the validating team may discuss with the concerned school heads on the MOVs presented.
- g. Validating team in charge of the KRAs fixes his/her signature to the score appeared in the OPCRF.
- h. 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.
- i. 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.
- j. In the elementary level, public schools district supervisors shall identify the venue for the said validation and evaluation process while EDDIS chairs in the secondary level shall the same for the secondary group.