



Republic of the Philippines
 Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

January 31, 2023

DIVISION MEMORANDUM
 No. 013, s. 2023

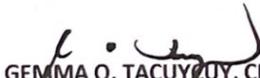
SUBMISSION AND VALIDATION OF OPCRF/IPCRF FY 2022 RATINGS

To: Performance Management Team
 All SDO Personnel

In accordance with DepEd Order #2, s. 2015, "Guidelines on the Establishment of the Results-Based Performance Management System (RPMS) in the Department of Education", and in the establishment of the PRIME-HR systems in our division, the submission of the FY 2022 OPCRF/IPCRF Accomplishment shall be **on or before February 17, 2023** with attached relevant MOVs for validation. Moreover, the following instructions shall be observed:

FORMS	NO. OF COPIES
1.a OPCRF with Rating and Actual Results	3 Original Copies (legal size paper) <i>(Record's file, Office/Division file and Planning Unit file)</i>
1.b. IPCRF with Rating and Actual Results	3 Original Copies (legal size paper) <i>(Record's file, Office/Division file and Employee's file)</i>
2. Summary List per Functional Division with the following details: -Name of Employee -Rating (in 3 decimal places) -Adjectival Rating	2 Original Copies <i>(Record's file and Office/Division file)</i>
3. Summary list of relevant Means of Verification (MOVs) to be placed as the front page (<i>see Annex A</i>).	2 Original Copies <i>(Record's file and Employee's file)</i>

For guidance and strict compliance.


 GEMMA Q. TACUYTOY, CESO V
 Schools Division Superintendent

Encl.: Annex A
 References: DepEd Order No. 2, s.2015
 To be indicated in the Perpetual Index
 Under the following subjects:
 OPCRF/IPCRF RPMS Accomplishments



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Annex A

FY 2022 Office Performance Commitment and Review Form
Means of Verification (MOVs)

Name of Official/Employee: **GEMMA QUITORIANO TACUYCUI, CESO V**
 Position: **Schools Division Superintendent**
 Office/Section Represented: **Schools Division Office, Vigan City**

KRA	Objectives	MOVs		
1. Strategic Management and Operations	1.1 Formulated and implemented a Division Education Development Plan (DEDP) that address the critical needs of the 21 public elementary and secondary schools within the year.	<ul style="list-style-type: none"> • Transmittal Letter (Timeliness) • Medium Term Plan -2021-2023 DEDP (Quality and Efficiency) 		
		1.2 Implemented five (5) localized policies that address concerns on systems, operations and communication flow among the public and private schools including SUCs and LUCs within the year.	<ul style="list-style-type: none"> • List of Implemented Localized Policies (Quality, Efficiency and Timeliness) 	
			1.3 Managed the activities of the Enhanced Management Information System of the SDO and recommended frequency of data validation, analyses and interpretation to ensure total accuracy and consistency of results and information	<ul style="list-style-type: none"> • PMIS 2022 Status of Submission • LIS Early Registration 2022-2023 encoding • NSBI 2021-2022 Onsite and Online Validation • BEIS SY 2021-2022 School Profile Uploading & Validation • LIS EOSY 2021-2022 Status of Updating • LIS QUICK COUNT Enrollment SY 2022-2023 • LIS BOSY 2022-2023 ENCODING (Quality, Efficiency and Timeliness)
	2.1			•
	2.2	•		
	2.3	•		
	3. Human Resource Development and Management	3.1		•
		3.2		•
		3.3		•
	4. Partnership and Linkages	4.1	•	
		4.2	•	
		4.3	•	
	5. Resource management	5.1	•	
5.2		•		
5.3		•		

Submitted by:

GEMMA Q. TACUYCUI, CESO V
 Schools Division Superintendent
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