

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. <u>2/5</u>, s. 2024

VALIDATION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR SY 2023-2024 FOR SCHOOL-BASED PERSONNEL

To: Division Performance Management Team
Public Elementary and Secondary School Heads
All Others Concerned

- 1. In relation to Division Memorandum No. 219, s. 2024, titled "Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) relative to Executive Order No. 61 (s. 2024)" released on July 24, 2024, this Office announces the conduct of validation of OPCRF and IPCRF of school-based personnel.
- 2. The Division Performance Management Team (PMT) will be conducting the validation of the MOVs, and calibration of ratings on **September 2 to 6, 2024** at the SDO Conference Hall. Attached are the following:
 - a. Details of the Validation and Calibration;
 - b. Schedule of School Heads and Master Teachers;
 - c. Validation Tool (can also be downloaded from the link: https://tinyurl.com/OpcrlpcrValTool for reference and the accomplished validation tool shall be presented during the scheduled date.)
- 3. All elementary and secondary School Heads, Asst. Principals, Department Heads, Master Teachers, Teachers and Non-Teaching Personnel shall submit a hardcopy at the Record Section of their accomplished OPCRF/IPCRF for SY 2023-2024 and the summary of ratings and development plans/needs of personnel per school in two (2) copies (Personnel and HRD) on or before **September 30, 2024** using the attached template (Enclosure 4). The focus on the submission of the OPCR/IPCR is based on the timeline indicated in the previous memo and the uploading of Teachers' eIPCRF in the system at https://eipcrf.deped.gov.ph.
- 4. Immediate dissemination of and strict compliance to this Memorandum is desired.

VILMA D. EDA, CESO V Schools Division Superintendent

Reference: Division Memorandum No. 219, s. 2024

DepEd Order No. 2, s. 2015

Enclosure: 1-Details of the Validation and Calibration

2-Schedule of School Heads and Master Teachers

3-Validation Tool

4-Summary of Ratings of Personnel

SGOD/gpc/OPCR.IPCR







Address: Mena Crisologo St. corner Rivero St., Brgy. Telephone No: (077) 722-20-23 / (077) 632-05-33

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SCHOOLS DIVISION OFFICE





Enclosure 1 to Division Memorandum No. 265, s. 2024

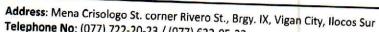
DETAILS OF THE VALIDATION AND CALIBRATION

KRA	PMT IN CHARGE PER KRA		
1- Leading Strategically			
Strand 1.1 Vision, Mission, and Core Values	Rodrigo Q. Reyes, Jr.		
Strand 1.2 School Planning and Implementation	Gloria P. Cabotaje		
Strand 1.7 Monitoring and Evaluation Processes and Tools	Rodrigo Q. Reyes, Jr.		
2- Managing School Operations and Resources			
Strand 2.1 Records Management	Gloria P. Cabotaje		
Strand 2.2 Financial Management	Christopher Michael T. Gasmen		
Strand 2.3 School Facilities and Equipment	Atty. Kim R. Tagorda		
Strand 2.4 Management of Staff	Atty. Kim R. Tagorda		
3 – Focusing on Teaching and Learning	- I algorate		
Strand 3.2 Teaching Standards and Pedagogies	Ana A. Castor/Editha C. Bagcal		
Strand 3.4 Learner Achievement and other	Ana A. Castor/Editha C. Bagcal		
performance indicators	January Zarana O. Bagoar		
Strand 3.5 Learning Assessment	Ana A. Castor/Editha C. Bagcal		
Strand 3.6 Learning Environment	Gloria P. Cabotaje		
4 – Developing Self and Others			
Strand 4.4 Performance Management	Ana A. Castor/Editha C. Bagcal		
Strand 4.5 Professional Development of School Personnel	Rodrigo Q. Reyes, Jr.		
5 -Building Connections			
Strand 5.2 Management of school organizations	Gloria P. Cabotaje		
Strand 5.3 Inclusive Practice	Gloria P. Cabotaje		
Strand 5.4 Communication	Atty. Kim R. Tagorda		
Strand 5.5 Community Engagement	Rodrigo Q. Reyes, Jr.		



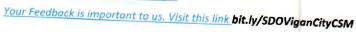






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Enclosure 2 to Division Memorandum No. 265, s. 2024

SCHEDULE OF SCHOOL HEADS, ASST. PRINCIPAL, DEPARTMENT HEADS AND MASTER TEACHERS

Date	Time	School		
School Heads, Ass	t. Principal, Depa	rtment Heads		
September 2, 2024 (Monday)	9:00 – 12:00 PM	Cluster I (VCS, TES, SPBES, BPES, GESMES, MES, VNHSW)		
	1:30 - 5:00 PM	Cluster III (NES, CCES, CAMES, RES RPES, BMSE, VNHSE)		
September 3, 2024 (Tuesday)	8:30 – 12:00 PM	Cluster II (APES, CAPES, PES, BMSW, JSES, SJES, ISNHS)		
	1:30 - 5:00 PM	ISNHS Department Heads		
Master Teachers				
September 4, 2024 (Wednesday)	8:30 – 12:00 PM	Cluster I (VCS, TES, SPBES, BPES, GESMES, MES)		
	1:30 - 5:00 PM	Cluster II (APES, CAPES, PES, BMSW, JSES, SJES)		
September 5, 2024 (Thursday)	8:30 – 12:00 PM	Cluster III (NES, CCES, CAMES, RES, RPES, BMSE)		
	1:30 - 5:00 PM	Secondary Schools (VNHSW, VNHSE, ISNHS-SHS)		
September 6, 2024 (Friday)	8:30 – 12:00 PM	Secondary Schools (ISNHS -AP, English, Filipino, MAPEH)		
	1:30 - 5:00 PM	Secondary Schools (ISNHS-ESP, Math, Science, TLE)		







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Enclosure 4 to Division Memorandum No. 205, s. 2024

OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (OPCR/IPCR) SUMMARY OF RATINGS AND DEVELOPMENT NEEDS/PLANS

	dar/School Year: l:				
No.	Name of Personnel	Position	Numerical Rating	Descriptive Rating	Development Needs/Plans (Part IV)
1					
2					
3					
Prepar	ed by:			Reviewed and	d Certified Correct by:
Name and Position Date:			School Head Date:		







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