



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 11, 2020

REGIONAL MEMORANDUM

No. **638**, s. 2020

VIRTUAL YEAR-END PERFORMANCE REVIEW AND EVALUATION OF SDOs' OFFICE PERFORMANCE COMMITMENT AND REVIEW FORMS (OPCRFs)

To: Schools Division Superintendents
Performance Management Team
All Others Concerned

1. This Office, through the Performance Management Team (PMT), shall conduct a **Virtual Year-End Performance Review and Evaluation of SDOs' Office Performance Commitment and Review Forms (OPCRs) on January 12-14, 2021 at NEAP-VIII Training Hall, DepEd RO VIII, Candahug, Palo Leyte via Google Meet.**
2. The objectives of this activity are as follows:
 - a. Present the Accomplished OPCRs (with ratings) of each SDO;
 - b. Review and evaluate OPCR in terms of accomplishment of targets and issues encountered, and Means of Verifications (MOVs) per Key Result Area (KRA); and
 - c. Other matters.
3. The expected participants are the following:

Performance Management Team (PMT) of DepEd RO8 (Face-to-Face)	
Chairman	Arnulfo M. Balane, CESO III <i>Assistant Regional Director</i>
Members:	Isidro C. Catubig, EdD, CESE <i>Chief, PPRD</i> Alma E. Suyom <i>Chief, FD</i> Mercedes D. Sarmiento <i>Chief, AD</i> Sonny S. Tayum <i>EPS, QAD</i> Pedro T. Escobarte Jr., PhD <i>SDS, Southern Leyte Division</i> Dalmacio C. Sabio



	<i>AOIV, Regional Chapter Representative</i>
Observer:	Jeaneth P. Camenforte <i>Representative of DepEd-Recognized Civil Society Organization</i>
Secretariat:	Eva D. Rosales <i>Administrative Officer V, Personnel Section</i>
Program Management Staff	2 PPRD Staff
<i>Total</i>	11
SDO (Virtual)	13 Schools Division Superintendents (SDS)
	14 Assistant Schools Division Superintendents (ASDS)
<i>Total</i>	27

4. Each SDS shall be given **30 minutes to present his/her Office Performance Commitment and Review Form (OPCRF) in a PowerPoint Presentation** and the other **30 minutes shall be given to the Performance Management Team (PMT) to review the ratings, evaluate and check MOVs, and give feedback.**

5. The time allotment for the presentation and evaluation is indicated in the following matrix:

Date	Presenter	Time
Day 1 – January 12, 2021	Dr. Raul Agban Baybay City Division	08:30 AM – 09:30 AM
	HEALTH BREAK	09:30 AM – 10:00 AM
	Dr. Judella R. Lumpas Biliran Division	10:00 AM – 11:00 AM
	Mr. Bernardo A. Adina Borongan City Division	11:00 AM – 12:00 AM
	LUNCH BREAK	12:00 AM – 01:00 PM
	Dr. Thelma C. Quitalig Calbayog City Division	01:00 PM – 02:00 PM
	Dr. Marilyn B. Siao Catbalogan City Division	02:00 PM – 03:00 PM
	HEALTH BREAK	03:00 PM – 03:30 PM
	Dr. Carmelino P. Bernadas Eastern Samar Division	03:30 PM – 04:30 PM
	Day 2 – January 13, 2021	Dr. Manuel P. Albaño Leyte Division
HEALTH BREAK		09:30 AM – 10:00 AM
Dr. Genis S. Murallos Maasin City		10:00 AM – 11:00 AM
Dr. Gorgonio G. Diaz Jr. Northern Samar Division		11:00 AM – 12:00 AM

	LUNCH BREAK	12:00 AM – 01:00 PM
	Dr. Lani H. Cervantes Ormoc City Division	01:00 PM – 02:00 PM
	Dr. Carmela R. Tamayo Samar Division	02:00 PM – 03:00 PM
	HEALTH BREAK	03:00 PM – 03:30 PM
	Dr. Pedro T. Escobarte Jr. Southern Leyte Division	03:30 PM – 04:30 PM
Day 3 – January 14, 2021	Dr. Mariza S. Magan Tacloban City Division	8:30 AM – 09:30 AM
	Finalization of the Results	09:30 AM – 05:00 PM

6. Enclosed is the template for the contents of the presentation of the OPCR.
7. Relative to this, all SDOs shall submit scanned copies of 2020 OPCR with ratings and MOVs per KRA to the PMT through pprd.region8@deped.gov.ph on or before January 10, 2021.
8. Expenses incurred relative to the conduct of this activity such as meals and snacks per day for three days for RO face-to-face participants and venue rental shall be charged against OARD Fund, subject to the usual accounting and auditing rules and regulations.
9. The participants are reminded to observe the usual safety protocols such as wearing of facemasks, maintaining social distancing, and frequent handwashing or using of alcohol while attending this activity.
10. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
 Director IV

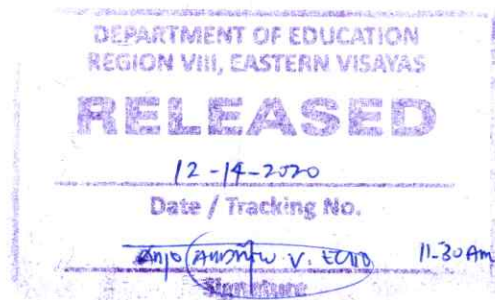
Enclosures: Template for the Contents of the Presentation for the OPCR

References: None

To be indicated in the Perpetual Index under the following subjects:

EVALUATION OPCR PERFORMANCE REVIEW SDOs

PPRD-JLD



Enclosure No. 1 to the Office Memorandum No. 838 s. 2020

TEMPLATE FOR THE CONTENTS OF THE PRESENTATION OF THE OPCR

Name of the Division: _____

Statement of Purpose: _____

Key Results Areas	Objectives	Key Performance Indicators	Outputs