



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

December 18, 2020

**REGIONAL MEMORANDUM**

No. **649**, s. 2020

**ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 638, s. 2020  
RELATIVE TO THE YEAR-END PERFORMANCE REVIEW AND EVALUATION OF  
2020 OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. In reference to Regional Memo No. 638, s. 2020 regarding the virtual Year-End Performance Review and Evaluation scheduled on January 12-14, 2020, the following items are embedded, to wit:

- a. The three-day presentation of accomplished Office Performance Commitment and Review (OPCRFs) of the Schools Division Superintendents (SDSs) shall be compressed to two days, that is, January 12-13, 2020 only;
- b. However, the third day, January 14, 2020, shall be utilized for the final evaluation and validation of Means of Verifications (MOVs) of both the Regional Offices' and Schools Divisions' OPCR;
- c. The presentation of the accomplished OPCRFs with self-rating shall be in a form of PowerPoint slide decks containing the following entries:
  - i. KRA with percentage allocations
  - ii. Objectives (with weight per objective)
  - iii. Key Performance Indicators (KPIs)
  - iv. Actual Output/Results
  - v. Rating in terms of Quality, Efficiency, and Timeliness (QET)
  - vi. Average Rating of the QET
  - vii. Score
  - viii. Total Score/Points
- d. The self-rating of each OPCR shall be subject to change depending on the submitted MOVs of the concerned offices upon evaluation and validation by the PMT. Hence, it is reiterated that each rating indicated shall have a complete set of documents to justify and support the given rating;
- e. The evaluation and validation of MOVs shall be based on each rating per KRA per indicator.



- f. The self-rating scores shall constitute 40% while the PMT scores shall constitute 60%, which shall be added together to come up with the final rating. The same percentage rating shall also apply to the IPCRs.
  - g. The rating shall be from January to December 2020 which lumped all virtual and non-virtual activities for the whole year.
  - h. The activities shall be aligned with the Annual Implementation Plan (AIP) and the Basic Education Learning Continuity Plan (BELCP) for SDOs, and the Regional Emergency Roadmap for Regional Office Divisions.
  - i. The ROs and SDOs are also reminded of the preparation of the 2021 target OPCR and IPCRs for submission within January 2021.
2. All other provisions of the said Memorandum shall remain in force and effect.
  3. For your information and guidance.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

Enclosures: None

References: Regional Memorandum

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

OPCR      PERFORMANCE      REVIEW & EVALUATION      SCHOOLS DIVISIONS

PMT-ICC





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 OPCR (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:

<b>Performance Management Team (PMT) of DepEd RO8 (Face-to-Face)</b>	
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>	<b>11</b>
<b>SDO (Virtual)</b>	13 Schools Division Superintendents (SDS)
	14 Assistant Schools Division Superintendents (ASDS)
<i>Total</i>	<b>27</b>

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:

<b>Date</b>	<b>Presenter</b>	<b>Time</b>
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. Albarño Leyte Division	08:30 AM – 09:30 AM
	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](mailto: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

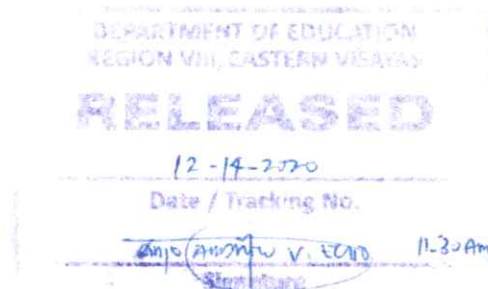
Enclosures: Template for the Contents of the Presentation for the OPCR

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. 834, 2020

**TEMPLATE FOR THE CONTENTS OF THE PRESENTATION OF THE OPCR**

Name of the Division: \_\_\_\_\_

Statement of Purpose: \_\_\_\_\_

<b>Key Results Areas</b>	<b>Objectives</b>	<b>Key Performance Indicators</b>	<b>Outputs</b>