



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

September 11, 2023

OFFICE MEMORANDUM

ESSD-2023- 577

**CONDUCT OF YEAR-END REVIEW OF OFFICE PERFORMANCE COMMITMENT
AND REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORMS (IPCRFs)**

To: Education Support Services Division Chief
Education Support Services Division Unit Heads
All Others Concerned

1. The Education Support Services Division (ESSD) shall conduct a Year-End Review of the Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Forms (IPCRFs) on November 22-24, 2023 at the ESSD Conference Room.
2. This activity aims to:
 - a. review and evaluate the OPCRf and IPCRFs in terms of accomplishment of targets and issues encountered, and Means of Verification (MoVs) per Key Result Area (KRA);
 - b. clarify issues and concerns relative to Office Function version 3 on OPCR and IPCR;
 - c. thresh out concerns in connection with the accomplishments of the 2023 Work and Financial Plan (WFP) and the feasibility of the 2024 WFP of ESSD; and
 - d. discuss other Program Management Information System (PMIS) related interests.
3. The participants of this activity are listed below:

Participants	Number of Participants
ESSD Proper	4
Education Facilities Section	6
Health and Nutrition Section	6
Special Programs, Projects, and Services Section	3
Total	19

4. The expenses for food (lunch and morning and afternoon snacks) shall be charged against the ESSD General Management and Supervision (GASS) Fund, subject to the existing accounting and auditing rules and regulations.



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: None

References: None

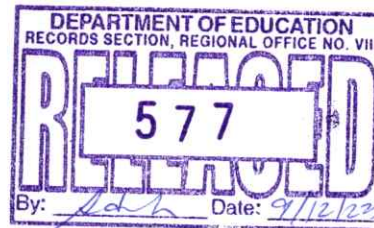
To be indicated in the Perpetual Index under the following subjects:

ESSD

YEAR-END REVIEW

OPCRF/IPCRFs

ESSD-SPPS-TJCP



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>