



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

May 13, 2024

REGIONAL MEMORANDUM
 PPRD-2024- **1408**

**FOURTH QUARTER MEETING OF THE REGIONAL PERFORMANCE
 MANAGEMENT TEAM (RPMT)-CUM-2024 YEAR-END PERFORMANCE
 REVIEW AND EVALUATION OF OFFICE PERFORMANCE
 COMMITMENT AND REVIEW FORMS**

To: Director III
 Schools Division Superintendent } Baybay City Division
 Regional Office Division Chiefs
 All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 or the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office, through the Regional Performance Management Team (RPMT), will conduct the Fourth Quarter RPMT-cum-2024 Year-end Performance Review and Evaluation of Accomplished Office Performance Commitment and Review Forms (OPCRFs) on December 17, 2024 at 8:30 a.m. at the Convergence Zone, DepEd Regional Office VIII, Candahug, Palo, Leyte.
2. The agenda of the meeting are as follows:
 - a) present the accomplished 2024 OPCRFs (with ratings of each Regional Functional Division Office;
 - b) review and evaluate the OPCRFs in terms of accomplishments of targets, issues encountered, and Means of Verification (MOVs) per Key Result Area (KRA);
 - c) forge commitments for the improvement of performance in the next cycle of performance evaluation; and
 - d) discuss other issues and concerns relative to performance management.
3. The participants to this activity are the following:

Office/Participants	Number of Participants	Name
Regional Director	1	Dr. Evelyn R. Fetalvero CESO IV
	7	Dr. Ronelo Al K. Firmo CESO IV
		Dr. Rita R. Dimakiling
		Ms. Alma E. Suyom
		Dr. Rosemarie M Guino
		Dr. Rex C. Briones
		Dr. Manuel P. ALbaño



		Dr. Elmer Albert Cuevas
Observer	1	Ms. Jeanneth P. Camenforte
Secretariat	1	Ms. Eva D. Rosales
RFD Chiefs	5	Dr. Alejandra B. Lagumbay
		Dr. Gertrudes A. Mabutin
		Ms. Mercedes D. Sarmiento
		Mr. Cesar P. Verunque
		Dr. Harvie D. Villamor
PPRD Staff	1	Jennylynd D. Daya

4. Relative to this, each Regional Functional Division (RFD) will conduct the following preliminary activities in preparation for the abovementioned scheduled activity:

- a) conduct a pre-performance review and evaluation of the 2024 OPCRF at their respective offices;
- b) prepare MOVs per rating that has been obtained per indicator and per KRA; and
- c) submit the accomplished and pre-validated OPCRFs for final review and evaluation of the RPMT.

5. All RFDs will submit their pre-accomplished OPCRF year-end accomplishments with MOVs per performance indicator on or before December 13, 2024. The validators will evaluate the relevance of the MOV per performance indicator which has been identified by the ratee, rater, and agreed with the validator during the midyear review and workshop on the finalization of the 2024 OPCRFs and using the template provided in Enclosure 1. The RFD chief or validator will be joined by select personnel from his/her RFD who will serve as inter-functional division validators of the OPCRF. The chiefs shall agree among themselves the actual time of the MOV validation. The validators per RFD are as follows:

RFDs	Inter-Functional Division Validators
AD	Mercedes Sarmiento, Dr. Geraldine Mangaliman, Dr. Reynaldo Nayre
CLMD	Dr. Alejandra B. Lagumbay, Ms. Eden Dadap, Dr. Elmer Albert Cuevas
ESSD	Mr. Cesar Verunque, Mr. Sonny Tayum, Mr. Gerardo Adtoon
FTAD	Dr. Rosemarie Guino, Ms. Elizabeth Caboboy, Ms. Eva Rosales
FD	Dr. Harvie Villamor, Dr. Dina Superable, Dr. Rodel Rosales
HRDD	Dr. Gertrudes Mabutin, Dr. Joy Bihag, Dr. Dandy Acuin
PPRD	Ms. Alma Suyom, Ms. Gladys Fabillo, Mr. Gary Calipayan
QAD	Dr. Rita Dimakiling, Dr. Rex C. Briones, Mr. Mark Lito Gallano

6. During the RPMT Meeting on December 17, 2024, each RO FD Chief will have 15 minutes to present his/her OPCRF in a slide deck presentation using the enclosed template (Enclosure 2), and another 15 minutes will be given to the RPMT members and other RFD Chiefs to give feedback on the OPCRF. Below is the schedule of presentation:

Schedules	RFD/Chief
9:00-9:30	AD- Dr. Rosemarie Guino
9:30-10:00	CLMD- Dr. Gertrudes Mabutin
10:00-10:30	ESSD- Dr. Alejandra Lagumbay
10:30-11:00	FTAD- Ms. Mercedes Sarmiento
11:00-11:30	FD- Ms Alma Suyom

11:30-12:00	Dr. Harvie Villamor
1:00-1:30	PPRD- Dr. Rita Dimakiling
1:30-2:00	QAD-Mr. Cesar Verunque

7. Expenses incurred relative to the conduct of this activity such as one lunch and two snacks shall be charged against the RO-PPRD fund subject to the usual accounting and auditing rules and regulations.

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


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: None

References: None

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

OPCRF

RPMS

RPMT

PPRD-RCB

