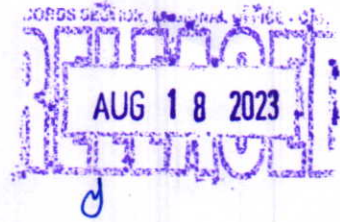




Republic of the Philippines
Department of Education
CARAGA REGION



August 14, 2023

REGIONAL MEMORANDUM
No. 0778 s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**CRAFTING AND FINALIZATION OF THE QUALITY, EFFICIENCY, AND
TIMELINESS (QET) RUBRICS OF THE 2023 OFFICE PERFORMANCE
COMMITMENT REVIEW FORM (OPCRF) MID-YEAR REVIEW
OF THE SCHOOLS DIVISION OFFICES**

1. This office hereby reminds the Schools Division Offices on the crafting and finalization of the Quality, Efficiency, and Timeliness (QET) Rubrics of the 2023 Recalibrated Office Performance Commitment Review Form (OPCRF) of the Schools Division Offices (SDOs) adopting the Office Functions Version 3.
2. All SDOs are expected to conduct an in depth brainstorming in the crafting of QET Rubrics of the assigned Objectives.
3. The QET Rubrics Crafting is by Output Indicator as agreed upon during the 2023 OPCRF Mid-Year Review of the SDOs on August 11, 2023.
4. The SDO OPCRF Focal Persons are expected to input the finalized QET Rubrics (results from the in depth brainstorming) on or before **September 4, 2023**, by accessing the link <https://tinyurl.com/yc2nhhd4>.
5. Please find the attached Enclosure 01 for the list of KRA and Objectives assigned to each SDO.
6. For your immediate attention and appropriate action.

MARIA INES C. ASUNCION
Director III
Officer In-Charge
Office of the Regional Director

Encl/s.: As stated
Reference/s: DO 02, s. 2015
To be indicated in the Perpetual Index
under the following subjects:

2023 CRAFTING FINALIZATION OPCRF SDOs

PPRD/vcn
07/17/2023



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2023-08-12107

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KRA and Objectives assigned SDO

KRAs	Objectives	Assigned SDOs
KRA 1- Curriculum Implementation	1.1 Ensured effective management and implementation of curriculum in the SDO in compliance to quality standards	Surigao del Norte
	1.2 Ensured effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes	
	1.3 Managed the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources	Dinagat Islands & Siargao Islands
KRA 2 Support to school governance and operations	2.1 Established a mechanism for effective implementation of PPAs in the SDO	
	2.2 Translated the National Education Development Plan and Regional Basic Education Plan/Regional Education Development Plan, and framework to operational plan that is aligned to the context and situation of the SDO	
	2.3 provide strategic directions on support for school management and operations	
	2.4 Ensured the operationalization of the L&D Systems in the SDO	Cabadbaran City
KRA 3 SDO Management Administrative	3.1 Properly and promptly provided personnel action and compensation	
	3.2 Established and maintained an updated, accurate, well-planned, and coordinated system for records management and general services	Butuan City
	3.3 Provided SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd	
	3.4 To ensure compliance to procurement laws/guidelines	
Financial Management	3.5 Provided economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools	Agusan del Sur & Surigao City



2023-08-12107

Legal Services	3.6 Provided legal advice and opinion to the SDS, ASDS and other officials of the Division in relation to the performance of their functions	Bislig City and Agusan del Norte
	3.7 Evaluated complaints and conducted investigation on cases filed against non-teaching personnel	
	3.8 Drafted actions/ endorsements on complaints and letters for signature of the SDS in accordance with the provisions of the law and DepEd rules and regulations	
	3.9 Interpreted laws and rules affecting the implementation of various Division programs	
	3.10 Prepared and reviewed contracts, Memorandum of Agreements (MOA) and instruments to which the Division or any of its offices and schools is a party and interprets the provisions therein.	Bislig City and Agusan del Norte
	3.11 conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO).	
	.12 Represented the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	
	3.13 Continuously improved the services of the Legal unit	
ICT Systems Management	3.14 manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations	Surigao del Sur
	3.15 Managed and implemented ICT programs and projects in the Division to ensure data validity and effective utilization of the systems	
	3.16 Provided technical support in the management of Learning Resource Management System (LRMS)	
	3.17 Coordinated with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs	



KRA 4 Office Administration and Performance Management	4.1 Established and maintained systems and processes geared towards administrative effectiveness and efficiency	Bayugan City & Tandag City
	4.2 manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level	
	4.3 Promoted a culture of excellence, innovation, and collaboration	
	4.4 To manage the timely and accurate release of information, and communication materials	
	4.5 Conducted periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	

