



Republic of the Philippines
Department of Education
CARAGA REGION



November 29, 2023

REGIONAL MEMORANDUM
No. 1193, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**2023 OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF)
YEAR-END REVIEW OF THE SCHOOLS DIVISION OFFICES**

1. The Department of Education Caraga Region through the Performance Management Team (PMT) shall spearhead the 2023 Office Performance Commitment Review Form (OPCRF) Year-End Review of the Schools Division Offices on December 12-13, 2023 at the National Educators Academy of the Philippines (NEAP) Caraga Region, Butuan City.
2. The expected participants are: Regional Director, Asst. Regional Director, 12 Schools Division Superintendents, 12 Assistant Schools Division Superintendents, 12 Division Planning Officers/Division OPCRf Focal Persons, SGOD and CID Chiefs, the PMT Members and the PPRD Personnel.
3. The main objective of this activity is to assess the performance of the Schools Division Offices (SDOs) based on the commitments and measures made at the beginning of the rating period.

Specific objectives are the following:
 - 3.1 Present the actual performance of the SDOs supported by means of verifications; and
 - 3.2 Discuss, determine, and agree on the overall and final rating for the actual accomplishments/results/performance of the SDO.
4. Each SDO is given a maximum of **30 minutes** to present its accomplishments by Key Results Areas (KRAs).
5. Participants shall be served breakfast, lunch, dinner and two snacks.
6. Expenses incurred during this activity such as meals and venue rental shall be charged against the regional MOOE Funds subject to the usual accounting and auditing rules and regulations while the participants' travelling expenses and per diem shall be charged to the SDOs local funds.

7. Please find attached Enclosure No. 01 – Matrix of Activity.
8. For your information and guidance.

MARIA INES C. ASUNCION
OIC-Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO T. ESCOBARTE, JR., CESO V
Asst. Regional Director

Encl/s.: As stated

Reference/s: DO 02, s. 2015

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

OPCRF SDO YEAR-END REVIEW

PPR/vcn
11/29/2023

2023 Office Performance Commitment Review Form (OPCRF) Year-End Review of the Schools Division Offices

Matrix of Activity

Time	Program	Facilitator
Day 1 December 12, 2023		
8:00 – 9:00 AM	2023 OPCRf MOVs Display Preparation	SDO
9:00 AM – 12 NN	Validation of MOVs	PMT, Ratee and Rater
1:00 PM – 1:20 PM	Opening Program	PMT
1:30 PM – 2:00 PM	SDO 1	
2:01 PM – 2:15 PM	Interaction	PMT, Ratee and Rater
2:15 PM – 2:45 PM	SDO 2	
2:15 PM – 3:00 PM	Interaction	PMT, Ratee and Rater
3:00 PM – 3:30 PM	SDO 3	
3:30 PM – 3:45 PM	Interaction	PMT, Ratee and Rater
3:45 PM – 4:15 PM	SDO 4	
4:15 PM – 4:30 PM	Interaction	PMT, Ratee and Rater
Day 2 December 13, 2023		
8:00 AM – 8:30 AM	SDO 5	
8:30 AM – 8:45 AM	Interaction	PMT, Ratee and Rater
8:45 AM – 9:15 AM	SDO 6	
9:15 AM – 9:30 AM	Interaction	PMT, Ratee and Rater
9:30 AM – 10:00 AM	SDO 7	
10:00 AM – 10:15 AM	Interaction	PMT, Ratee and Rater
10:15 AM – 10:30 AM	BREAK	
10:30 AM – 11:00 AM	SDO 8	
11:00 AM – 11:15 AM	Interaction	PMT, Ratee and Rater
11:15 AM – 11:45 AM	SDO 9	
11:45 AM – 12:00 NN	Interaction	PMT, Ratee and Rater
1:00 PM – 1:30 PM	SDO 10	
1:30 PM – 1:45 PM	Interaction	PMT, Ratee and Rater
1:45 PM – 2:15 PM	SDO 11	
2:15 PM – 2:30 PM	Interaction	PMT, Ratee and Rater
2:30 PM – 3:00 PM	SDO 12	
3:00 PM – 3:15 PM	Interaction	PMT, Ratee and Rater
3:15 PM – 3:30 PM	BREAK	
3:30 PM – 5:00 PM	Final Rating Agreements Between the Rater and the Ratee/Ways Forward	Ratee and Rater