RECORDS SECTION, REGIONAL OFFICE - CARAGA
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REGIONAL MEMORANDUM
No. 1232 , s. 2024

NOV 12 2024

To: Asst. Regional Director
Schools Division Superintendents
RO Functional Division Chiefs
All Others Concerned

2024 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) will conduct the 2024 Office Performance Commitment Review Form (OPCRF) Year-End Review of the Schools Division Offices on December 5-6, 2024, at the National Educators Academy of the Philippines (NEAP) DepEd Caraga Region, Butuan City.

2. 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 include:

2.1 Presenting the actual performance of the SDOs supported by means of verifications; and

2.2 Discussing, determining, and agreeing on the overall and final rating for the actual accomplishments/results/performance of each SDO.

3. The expected participants are: Regional Director, Asst. Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, Division OPCRF Focal Persons, the PMT Members and the PPRD Personnel.

4. Each SDO will have up to 45 minutes to present its 2024 OPCRF using video or PowerPoint presentation.

5. Participants shall be served breakfast, lunch, dinner and two snacks.

6. This is a **LIVE-OUT** activity.

7. Expenses related to meals and venue rental shall be charged against the regional MOOE Funds, subject to the standard accounting and auditing regulations. Participants' travelling expenses and per diem shall be charged against the SDOs' local funds.

8. Enclosed is the activity matrix.

9. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNSION
Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

PEDRO TENEBRO ESCOBARTE, JR.
Director III/Assistant Regional Director

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

PERFORMANCE REVIEW

PPRD/vcn
11/8/2024

Enclosure No. 01 to RM No. 1232 s. 2024

2024 OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF)
YEAR-END REVIEW OF THE SCHOOLS DIVISION OFFICES

Matrix of Activity

Time	Program	Person/s involved
Day 1 December 5, 2024		
8:00 – 8:30 a.m.	Preliminaries	PMT
8:31 – 9:30 a.m.	Agusan del Sur	Ratee, Rater, PMT
9:31 – 10:00 a.m.	Health Break	PMT
10:00 -11:00 a.m.	Agusan del Norte	Ratee, Rater, PMT
11:00 – 12:00 noon	Bayugan	Ratee, Rater, PMT
12:00 noon -1:00 p.m.	Lunch Break	PMT
1:00 – 2:00 p.m.	Bislig	Ratee, Rater, PMT
2:00 – 3:00 p.m.	Butuan	Ratee, Rater, PMT
3:01 – 3:30 p.m.	Health Break	PMT
3:31 – 4:30 p.m.	Cabadbaran	Ratee, Rater, PMT
4:31 – 5:00 p.m.	Day 1 Wrap-up	PMT
Day 2 December 6, 2024		
8:00 – 8:30 a.m.	Preliminaries	PMT
8:31 – 9:30 a.m.	Dinagat	Ratee, Rater, PMT
9:31 – 10:00 a.m.	Health Break	PMT
10:01 -11:00 a.m.	Siargao	Ratee, Rater, PMT
11:00 a.m. – 12:00 noon	Surigao City	Ratee, Rater, PMT
12:00 -1:00 p.m.	Lunch Break	PMT
1:00 – 2:00 p.m.	Surigao del Norte	Ratee, Rater, PMT
2:00 – 3:00 p.m.	Surigao del Sur	Ratee, Rater, PMT
3:01 – 3:30 p.m.	Health Break	PMT
3:31 – 4:30 p.m.	Tandag	Ratee, Rater, PMT
4:01 – 5:00 p.m	Day 2 Wrap-up	PMT

Note: Participants may report only on the designated date.