

PILLAR	PILLAR ELEMENT
Performance Planning & Commitment	<ul style="list-style-type: none">○ Target Setting○ Standard Setting

**OFFICE ORDERS AND/OR NOTICES
OF MEETINGS
(CONDUCT OF PLANNING AND/OR
TARGET SETTING)**

C2 24-010-CRS1



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LAOAG CITY

Office of the Schools Division Superintendent

16 FEB 2024

DIVISION MEMORANDUM

No. 115, s.2024

**SCHEDULE OF MIDYEAR PERFORMANCE REVIEW FOR SCHOOL HEADS
AND PLANNING CONFERENCE FOR SDO-PERSONNEL**

To: All Elementary and Secondary School Heads
Division Chiefs
Education Program Supervisors
Unit/Section Heads
All Others Concerned

1. In accordance with DepEd Order no. 2 s. 2015, this Office through the School Governance and Operations Division (SGOD) will conduct the midyear review for school heads and planning conference for the Division Chiefs, Education Supervisors and Unit/Section heads.

2. In line with this, school heads, Chief Education Supervisors and Unit/Section Heads shall attend the activities and submit required documents following the given timelines:

Descriptions	Activity	Documents to Bring (Hard Copy)	Timelines
School Heads	Midyear Performance Review	<ul style="list-style-type: none"> ➤ OPCRf Plan 2023 ➤ Midyear Accomplishment Report ➤ List of MOVs available ➤ Actual MOVs available 	March 7-8, 2024
		Deadline of Submission of Softcopy	February 20, 2024 http://bit.ly/OPCRfmovsSH
SDO Functional Chiefs and Unit/section heads	OPCRf/IPCRf Planning Review	<ul style="list-style-type: none"> ➤ Draft of OPCRf/IPCRf Plan 2024 ➤ Copy of Approved AIP 2024 	March 4-5, 2024
		Deadline of Submission of soft copy	March 1, 2024 https://bit.ly/CopyofOPCRfplan
	OPCRf Cascading in each office/unit	Approved OPCRf per unit	March 11-15, 2024

3. For information, guidance, and compliance of all concerned.

[Signature]
JOANN A. CORPUZ, EdD, CESO V
Schools Division Superintendent

SGOD
February 16, 2024

0724-010-0038



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LAOAG CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 41, s.2024

05 JUL 2024

**REITERATION ON THE SUBMISSION OF OPCRF OF SCHOOL HEADS
FOR SY 2023-2024**

To: Elementary and Secondary School Heads
All Others Concerned

1. This is to remind all school heads regarding the submission of their Office Performance Commitment and Review Form (OPCRF) along with attached portfolios of Means of Verifications (MOVs) in accordance with Division Memorandum 365, s. 2024.
 - A. Submission Deadline: The deadline for submission of OPCRF SY 2023-2024 and portfolios of MOVs is June 3-21, 2024.
 - B. Review Process: The Division Performance Management Team (PMT) will conduct the review of MOVs during the first and second weeks of July 2024.
 - C. Rater-Ratee Discussions: Individual schedules for rater-ratee discussions will be announced through an Advisory during the third week of July 2024.
2. All concerned are reminded to adhere strictly to the deadlines and guidelines stipulated in Division Memorandum 365, s. 2024.
3. For queries and clarifications, please contact PMT committee members at 077-7713678/ 0918-344-6581 or via email: laoag.city@deped.gov.ph.
4. For information, guidance, and compliance.

[Signature]
JOANN A. CORPUZ EdD, CESO V
Schools Division Superintendent

[Signature]




DepEd Laoag City
laoag.city@deped.gov.ph
DepEd Laoag City
P.O. Box 27, San Mateo, Laoag City
Telephone: (077) 711-3678

	System by Ratee and Rater IPCRF Collection to Schools Division Office by the Rater (for consolidation by the HR Unit per DO 2, s. 2015, Sec. 62)	July 1-26
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2. Teachers are encouraged to gather and organize documents for their Portfolio of MOVs, arranged and labelled according to their KRAs to facilitate validation. Other reminders and clarifications are provided in DM-OUHROD- 2024-0290.
3. School heads are enjoined to ensure the proper and timely implementation of Phase III and IV with the assistance of their School PMTs.
4. On the submission of OPCRFS with attached Portfolio of MOVs to the Schools Division Office, the Division PMT, HR Unit and Planning Officer shall ensure compliance of school heads and conduct timely review and validation under the guidance of the Rater and Approving Authority.
4. For queries and clarifications, please address them to Mr. Felmar Gapas, Planning Officer, or Ms. Nenita Respicio, SEPS-HR.
5. Immediate and wide dissemination of this Memorandum is desired.

JOANN. A. CORPUZ Edd, CESO V
 Schools Division Superintendent

With the authority of the Schools Division Superintendent


LOURDES B. ARUCAN Edd
 Chief Education Supervisor-CID



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF LAOAG CITY

2024 OPCRF/IPCRF PLAN CHECKLIST

		DIVISION OFFICE			
OFFICE	NAME	POSITION			
RECORDS	1 ELIZA R. BARENG	AO IV	SUBMITTED	APPROVED	
	2 AZALLEIGHYAH GHAYLE N. FORMOSO	ADAS III	SUBMITTED	APPROVED	
	3 CHRISTIE MAR ANINAG	ADAS III	SUBMITTED	APPROVED	
ADMIN	4 GEORGE EMMAN D. MANUEL	AO V	SUBMITTED	APPROVED	
	5 ROCH WENCY DUQUE	ADA VI	SUBMITTED	APPROVED	
PERSONNEL	6 GRACIELLA FAE SAGUIGUIT	AO IV	SUBMITTED	APPROVED	
	7 REA-ANN DANCEL	ADAS III	SUBMITTED	APPROVED	
	8 ANGELICA R. VALENCIA	ADA VI	SUBMITTED	APPROVED	
CASH	9 SONY P. DIZA	AO IV	SUBMITTED	APPROVED	
	10 ANN FRANCES DUQUE	ADAS III	SUBMITTED	APPROVED	
BUDGET	11 ARNOLD JANSSEN U. AGRA	AO IV/BUDGET OFFICER	SUBMITTED	APPROVED	
	12 CLARENCE KETH D. CALIPCO	ADAS III	SUBMITTED	APPROVED	
PAYROLL	13 ORLAINE T. TOLENTINO	AO II	SUBMITTED	APPROVED	
	14 ANGEUICA FLOURENCE ESTA	ADAS III	SUBMITTED	APPROVED	
	15 CHRISTIAN ANGELO TAPAC	ADAS III	SUBMITTED	APPROVED	
	16 HAZEL ANTONIO	ADAS III	SUBMITTED	APPROVED	

ACCOUNTING	17	CHERRY MAE B. VALDEZ	ACCOUNTANT III	SUBMITTED	APPROVED	
	18	RUBEN ALMAZAN	ADAS III	SUBMITTED	APPROVED	
	19	MARISSA MACADANGDANG	ADAS III	SUBMITTED	APPROVED	
	20	MAYE P. GARAN	ADAS III	SUBMITTED	APPROVED	
	21	MARIA CARINA CARBONELL	ADAS III	SUBMITTED	APPROVED	
	22	KRIZELLE MAUREEN BACTING	ADAS III	SUBMITTED	APPROVED	
	23	VISA PAMELA AMBROCIO	ADAS III	SUBMITTED	APPROVED	
	24	LORENA QUEJA	ADAS III	SUBMITTED	APPROVED	
	SGOD	25	FELMAR P. GAPAS	PLANNING OFFICER II	SUBMITTED	APPROVED
		26	ARSENDIO C. CABACUNGAN	EPS	SUBMITTED	APPROVED
27		NENITA T. RESPICIO	SEPS	SUBMITTED	APPROVED	
28		ARLENE P. COLOMA	SEPS	SUBMITTED	APPROVED	
29		IMEE G. NICOLAS	PDO I	SUBMITTED	APPROVED	
30		BRYAN GLENN BAUTISTA	EPS II	SUBMITTED	APPROVED	
31		JENNIFER P. ALEJANDRO	PDO II	SUBMITTED	APPROVED	
32		VANGELINE MOLINA	EPS II	SUBMITTED	APPROVED	
SUPPLY		33	WILLIE M. CABELLO	AO IV	SUBMITTED	APPROVED
		34	MARK EDISON RESPICIO	ADA VI	SUBMITTED	APPROVED
	CID	35	LOURDES B. ARUCAN	CES-CID	SUBMITTED	APPROVED
		36	FLENIE A. GALICINAO	EPS	SUBMITTED	APPROVED
		37	RAYMOND R. SANTOS	EPS	SUBMITTED	APPROVED
		38	JUANITO L. LABAO	EPS	SUBMITTED	APPROVED
		39	REGINA GENELIN C. MAGTALON	EPS	SUBMITTED	APPROVED
		40	LWILWA G. YAGO	EPS	SUBMITTED	APPROVED
		41	MARU R. MIGUEL	EPS	SUBMITTED	APPROVED
		42	MARLYN S. VENTURA	EPS	SUBMITTED	APPROVED
43		ADELYN C. DOMINGO	EPS	SUBMITTED	APPROVED	

LR OFFICE	44	JOHN PAUL M. VIERNES	EPS	SUBMITTED	APPROVED
	45	JOEL MARTIN S. JUAN	PDO II	SUBMITTED	APPROVED
	46	SANIATA NATURA	LIBRARIAN II	SUBMITTED	APPROVED
IT	47	ALMADIN DOMINGO	ITO	SUBMITTED	APPROVED
CID-ALS	48	IMELDA FATIMA HERNAEZ	EDUCATION PROGRAM SPECIALIST	SUBMITTED	APPROVED
GSU	49	EDISON BALDIVINO JR.	ADA I	SUBMITTED	APPROVED
	50	REYNAN A. CU	ADA I	SUBMITTED	APPROVED
	51	VONEL R. NOVIDA	ADA IV	SUBMITTED	APPROVED
	52	GILSON A. FELIPE	ADA I	SUBMITTED	APPROVED
	53	RODEL ANDRES	SGI	SUBMITTED	APPROVED
	54	BENJAMIN CORPUZ	SGI	SUBMITTED	APPROVED
	55	ROSENDIO DIEGO	SGI	SUBMITTED	APPROVED
CASUAL	56	SAMUEL GANAL	CASUAL	SUBMITTED	APPROVED
	57	MARK JAYSON PALOR	CASUAL	SUBMITTED	APPROVED
	58	LEONARD SABADO	CASUAL	SUBMITTED	APPROVED
OSDS	59	FELY D. GALAPON	ADAS III	SUBMITTED	APPROVED
	60	RHEANNE MAE D. BERSABE	ADAS III	SUBMITTED	APPROVED
	61	CARL ARLO FIGURACION	CASUAL	SUBMITTED	APPROVED
MEDICAL	62	MAY RICHELIE M. ALIMPIA	MEDICAL OFFICER III	SUBMITTED	APPROVED
	63	RONALYN DONA A. CUBINAR	NURSE II	SUBMITTED	APPROVED
	64	MEIZL P. ABUNAGA	NURSE II	SUBMITTED	APPROVED
DENTAL	65	ROMMEL C. JOSE	DENTAL AIDE	SUBMITTED	APPROVED
	66	MONICA JOY MENDOZA	DENTIST	SUBMITTED	APPROVED



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE - LAGAN CITY

Office of the Schools Division Superintendent

MEMORANDUM
110821-1245

TO : PERFORMANCE MANAGEMENT TEAM
 ALL SDO PERSONNEL

SUBJECT : TIMELINE OF ACTIVITIES FOR OPCRF/IPCRF 2021 AND
 OPCRF/IPCRF 2022

DATE : November 4, 2021

In accordance with DepEd Order No. 2, s. 2015 "Guidelines on the Establishment of the Results-Based Performance Management System (RPMS) in the Department of Education" particularly on Section V on the Performance Cycle / Process, the timeline of activities for the completion of OPCRF/IPCRF 2022 and OPCRF/IPCRF 2021 for SDO Personnel shall be observed.

DATE	ACTIVITIES	RESPONSIBLE PERSON
November 15, 2021	Deadline of submission of OPCRF/IPCRF 2022 Plans	Accounting Cash Budget Payroll Supply Records Administrative Unit
November 29, 2021	Deadline of submission of OPCRF/IPCRF 2022 Plans	SGOD Personnel CID Legal Unit ICT BAC
January 14, 2022	Deadline of submission of finalized OPCRF/IPCRF 2021	All SDO personnel
January 19-21, 2022	Validation of OPCRF and IPCRF 2021 per unit January 19 CID January 20 SGOD January 21 OSDS	All SDO personnel

All previous issuances or Memoranda which are inconsistent are deemed repealed or modified accordingly.

For guidance and strict compliance.

VILMA D. EDA, CESO V

Schools Division Superintendent

Maximino Pamamulak, Jr.

Address: P. Gomez St., Bldg. 23, San Mateo, Lagan City

Telephone No. (077) 771-3176

Email:

Website: sdolagan.city.org



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF LAOAG CITY

Office of the Schools Division Superintendent

05 JUN 2024

DIVISION MEMORANDUM

No. 003, s. 2024

CONDUCT OF RPMS-PPST FOR TEACHERS FOR SY 2023-2024 IN VIEW OF DO NO. 003, S. 2024 AND SUBMISSION OF SCHOOL-BASED OPCRf 2023-2024

To: Assistant Schools Division Superintendent
 School Heads, Elementary and Secondary
 Division RPMS-Performance Management Team
 School RPMS Performance Management Teams
 All Others Concerned

Consistent with DO No. 002, s. 2015 prescribing the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System and in reference to DepEd Memorandum No. 008, s. 2023 titled Multi-year Guidelines on the RPMS-Philippine Professional Standards for Teachers, the adjusted Timeline for Phase III and IV (for school-based personnel) shall be followed as provided in DM-OUHROD- 2024-0290:

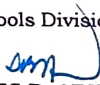
Phase	Activity	Date
Phase III: Performance Assessment of Teachers (IPCRF)	Rater-Ratee Discussion and Validation of MOVs (with the assistance of the School PMT)	July 1-12
Performance Assessment of School Heads (OPCRF)	Submission of OPCRf with Portfolio of MOVs (To the Division Office, Attention: Chairperson of the Division PMT)	June 3-21
	Rater-Ratee Discussion (Individual schedule will be provided through a separate memo)	July 1-12
Phase IV: Finalization of Individual Development Plans	Finalization by the Ratee	July 1-12
	Submission of IPCRF to Rater by Ratee	July 1-26

	System by Ratee and Rater IPCRF Collection to Schools Division Office by the Rater (for consolidation by the HR Unit per DO 2, s. 2015, Sec. 62)	July 1-26
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2. Teachers are encouraged to gather and organize documents for their Portfolio of MOVs, arranged and labelled according to their KRAs to facilitate validation. Other reminders and clarifications are provided in DM-OUHROD- 2024-0290.
3. School heads are enjoined to ensure the proper and timely implementation of Phase III and IV with the assistance of their School PMTs.
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5. Immediate and wide dissemination of this Memorandum is desired.

JOANN. A. CORPUZ EdD, CESO V
Schools Division Superintendent

With the authority of the Schools Division Superintendent


LOURDES B. ARUCAN EdD
 Chief Education Supervisor-CID

**PMT MINUTES OF MEETING
(TARGET SETTING AND/OR
STANDARD SETTING)**



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF LAOAG CITY

FY 2023 SDO Mid-Year Division Monitoring Evaluation of Plans and Adjustments (DMEPA)

August 7-8, 2023
SDO Conference Room

A. ATTENDANCE (see attached)

B. MINUTES

- I. Introduction
 - The registration of participants started at 8:30 am.
- II. Discussion Proper

AGENDA	DISCUSSION	AGREEMENTS
1 Preliminaries	Dr. Arlene P. Coloma started the preliminaries. ASDS Arnel S. Bantiola delivered his welcome remarks. Dr. Arlene P. Coloma (SEPS-SMME) presented the participants, the activity norms/mechanics of DMEPA. Mr. Giselo E. Ulep discussed the statement of purpose of the DMEPA. SDS Joann A. Corpuz EdD, CESO V, delivered her message.	



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Email Address:laoag.city@deped.gov.ph
Website: sdolaoagcity.org

<p>2 Presentation of Accomplishments</p>	<p>Unit/Section Heads presented their Mid-Year accomplishment reports for FY 2023</p>	<p>Top Management suggested the following: - to quantify their accomplishment report - to give specific name to their own programs/projects/activities. - to craft monitoring tools - to align their PPA's with the DepEd MATATAG and SDO GLOWING Agenda.</p>
	<p>At the end of the Mid-Year Division Monitoring Evaluation of Plans and Adjustments (DMEPA), Dr. Atene P. Coloma gave the synthesis followed by WAYS forward given by ASDS Arnel S. Bandiola and the words of challenge by SDS Joann A. Corpuz.</p>	

C. CLOSING:

The DMEPA was adjourned at 5:20 p.m.

Prepared by: *[Signature]*

MEEG G. NICOLAS
 Secretariat, DMEPA Committee

Recommending Approval: *[Signature]*

ARNEL S. BANDIOLA
 Assistant Schools Division Superintendent

Approved by:

[Signature]
JOANN A. CORPUZ, EdD, CESO V
 School Division Superintendent



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PMT RESOLUTIONS



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LAOAG CITY

A RESOLUTION ON THE RECALIBRATION OF THE SCHOOLS DIVISION OFFICE (SDO) OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR FISCAL YEAR 2023

Whereas, the Schools Division Office (SDO) aims to continuously improve its performance and ensure alignment with updated standards and functions;

Whereas, there is a new version 3 of the office functions which necessitates the alignment of the OPCRf and IPCRF with these updated functions;

Whereas, there is a need to align the OPCRf and IPCRF with the version 3 function of the Schools Division Superintendent to ensure consistency and comprehensive performance evaluation;

Whereas, a Focus Group Discussion (FGD) was conducted on September 6, 2023 at 2:30 PM at the SDO Mini Conference Room by the Performance Management Team (PMT) with the participation of the Curriculum Implementation Division (CID) personnel, emphasizing the necessity of this recalibration for coherent and effective performance evaluation;

Whereas, the Assistant Schools Division Superintendent Arnel S. Bandiola discussed the importance of recalibrating the SDO OPCRf and IPCRF for FY 2023 to align it with the updated Office Functions version 3;

NOW THEREFORE BE IT RESOLVED, as it is hereby resolved:

1. That the recalibrated SDO Office Performance Commitment and Review Form (OPCRF) for FY 2023 shall be aligned with the updated Office Functions version 3.
2. That all CID personnel shall submit their recalibrated OPCRf and IPCRF after ensuring alignment with the Office Functions version 3.
3. That the submission of the recalibrated OPCRf and IPCRF shall be done in a timely manner to facilitate smooth implementation and performance tracking for the fiscal year.
4. That the Schools Division Office shall provide necessary guidance and support to all personnel to facilitate the recalibration and submission process.
5. That the commitment to this recalibration reflects the SDO's dedication to maintaining high standards of performance and accountability.



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Email: laoag.city@deped.gov.ph
Website: sdolaoagcity.org


Approved this 7th day of September 2023 at the Schools Division Office, Laoag City.


Prepared by:



SONNY P. DIZA
Administrative Officer IV

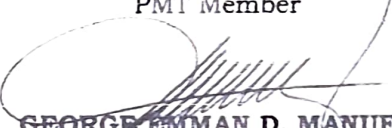
Attested:


FELMAR P. GAPAS
Planning Officer III
PMT Member

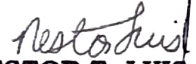

CHERRIE MAE B. VALDEZ
Accountant III
PMT Member



JOVENCIO P. ASUNCION JR.
SP IV, PESPA President
PMT Member


FLENE A. GALICINAO
EPS - Science
PMT Member



GEORGE EMMAN D. MANUEL
Administrative Officer V
PMT Member

OLIVETH T. CABACUNGAN
AO IV, President NEU Laoag
City Chapter
PMT Member


NESTOR T. LUIS JR.
MT I, DTPA (Elem)
PMT Member


JERRIME A. ARRIETA
SP II, NAPSSHI/NAPSSPHIL President
PMT Member

Recommending Approval:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

Approved:


JOANN A. CORPUZ EdD, CESO V
Schools Division Superintendent