



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JUN 25 2024

DIVISION MEMORANDUM

No. 383, s. 2024

**DIVISION PERFORMANCE VALIDATION, CALIBRATION AND EVALUATION PROCESS OF
THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) - OFFICE
PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR
ELEMENTARY AND SECONDARY SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 entitled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office announces the conduct of the Phase III of the Performance Cycle/Process for School Year 2023-2024 which is the Performance Review and Evaluation. The said phase is done at the end of the performance cycle to assess the office performance level based on the commitment and measures as contained in the signed Office Performance Commitment and Review Form (OPCRF) Planning Phase. Attached is the schedule of performance review, calibration and evaluation.
2. In compliance with the Department Order, the rater of the School Heads is the Assistant Schools Division Superintendent, and the approving authority is the Schools Division Superintendent. The rater assigns the members of the RPMS Validating Teams / PMT to assist in the assessment of means of verifications (MOVs) during the performance review and evaluation.
3. Attached are the following:
 - a. Enclosure 1 – Procedure and Schedule of Performance Review, Validation, Calibration and Evaluation of RPMS OPCRFS,
 - b. Enclosure 2 - Composition of the Validating, Calibrating Teams / PMTs,
 - c. Enclosure 3 – OPCRf Individual Summary of Rating (Part I & II), and
 - d. Enclosure 4 – OPCRf Part I, II, III, and IV.
4. Expenses to be incurred in the conduct of the said activity shall be charged against school local funds subject to the usual accounting and auditing rules and regulations
5. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. Immediate and wide dissemination of this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Enclosure: As stated
Reference: As stated

To be included in the Perpetual Index Under the following subjects:
RPMS OPCRf PERFORMANCE



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Enclosure 1: Procedure and Schedule of Division Performance Validation, Calibration and Evaluation Process of the Results-Based Performance Management System (RPMS) - Office Performance Commitment and Review Form (OPCRF) of Public Elementary and Secondary School Heads.

Date	Activity
June 20, 2024	Orientation of the members of the Validation Committee/PMT re: Process of Validation and Evaluation of OPCRf
June 20-21, & 28, 2024	Discuss the process of Performance Review to the members of the Validation Committee/Performance Management Team (PMT), Public Schools District Supervisors and the School Heads during a Committee Meeting and Special Meetings with the School Heads.
June 24, 2024	Issuance of Division Memorandum re. OPCRf for Elementary and Secondary School Heads Validation and Evaluation Process
June 24 – July 12, 2024	Preparation of Self-Rated documents (OPCRf- Parts I-IV together with MOVs) ready for validation and evaluation by the validating teams/PMTs (in hard copies)
July 15 – Aug. 2, 2024	Validation, calibration, and evaluation of OPCRf documents.
Aug. 5-23, 2024	Submission of validated 3 copies of the OPCRf with initials / signatures of the members of the validating teams
Aug. 27-30, 2024	Final validation of the Rater.
Sept. 2-5, 2024	Approval of the OPCRf by the SDS
Sept. 9-13, 2024	Return of the signed OPCRf to the School Heads
Sept. 16-20, 2024	Online submission of the scanned (approved) OPCRf to the link provided by the SDO.



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Enclosure 2: **Composition of the Validating / Calibration / Evaluation Teams**

Approving Authority **MARSETTE D. SABBALUCA, CESO VI**
Schools Division Superintendent

Rater **MARK ANTHONY J. TAN, PhD**
OIC – Assistant Schools Division Superintendent

Secretariat **RHODORA DESCARTIN**
Administrative Officer IV – Records

Key Result Area / Domain	Chairpersons	Coordinating PSDS	Members
Leading Strategically	Ma. Theresa Q. Bingcang, PhD	Glendame E. Flores Eleanor Y. Lo	Elizabeth E. Romo Cesar D. Demafiles Araceli A. Craus Nova Zamora
Resource Operation & Mobilization	Ma. Theresa Q. Bingcang, PhD	Jonel S. Mañale Gina A. Radan	Romeo B. Santillan Josette P. Balandra Jun Marl A. Alconga Rhea Baroba
Focusing on Teaching & Learning	Nenita P. Gamao, PhD	Analie V. Buhayan Marilyn B. Gamboa	Alma M. Mirasol Marlon L. Solivio Rene M. Encabo Inger P. Singkay
Personal & Professional Development	Nenita P. Gamao, PhD	Richard T. Rubin Glenda S. Tan	Jordan T. Beleganio Marlon C. Dublin Nelson L. Gellera Jecen A. Despi
Building Connection	Ma. Theresa Q. Bingcang, PhD Nenita P. Gamao, PhD	Benito B. Aquino Benjie D. Bautista	Feliciano D. Mercurio, Jr Salvacion D. Enso Jerson M. Donasco Gerald Maglantay
Plus Factor	Ma. Theresa Q. Bingcang, PhD	All PSDSs	



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Enclosure 3:

INDIVIDUAL SUMMARY OF RATING
School Year: 2023 - 2024

Name: _____

Position: _____

School: _____

PSDS

Part I.

ICRA/Domain	Weight per KRA	Objective No.	Weight per Objective	Score
I. Leading Strategically	23%	1	8%	
		2	5%	
		3	5%	
		4	5%	
II. Managing Schools Operations and Resources	20%	1	5%	
		2	5%	
		3	5%	
		4	5%	
		5	5%	
III. Focusing on Teaching Learning	30%	1	10%	
		2	10%	
		3	10%	
		3	10%	
IV. Developing Self and Others	12%	1	2%	
		2	5%	
		3	5%	
V. Building Connections	10%	1	5%	
		2	3%	
		3	2%	
Plus Factor				
Total	100%			

Part II. Competencies:

A. Core Behavioral Competencies

1. Self-Management
2. Professionalism and Ethics
3. Result Focus
4. Teamwork
5. Service Orientation
6. Innovation

Points

B. Leadership Competencies

1. Leading People
2. People Performance Management
3. People Development

Points

C. Overall Competency Ratings

- Core Behavioral Competencies
- Leadership Competencies
- Overall Ratings



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Enclosure 4a: RPMS - OPCRf Summary of Ratings (Part I, II, III, and IV)

District: _____

Name of School Head Name of School	Position / Designation	Part I Ratings					Part II Competencies											
		I. Leading Strategically	II. Managing Schools Operations & Resources	III. Focusing on Teaching Learning	IV. Developing Self and Others	V. Building Connections	A. Core Behavioral Competencies						B. Leadership Competencies			C. Overall Competency Ratings		
							1	2	3	4	5	6	1	2	3	Core Behavioral Competencies	Leadership Competencies	Over-all Ratings

Prepared and submitted by:

Public Schools District Supervisor



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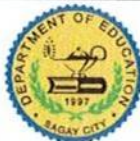
Enclosure 4b: RPMS - OPCRf Summary of Ratings (Part I, II, III, and IV)

District: _____

Name of School Head Name of School	Position / Designation	Part III: Summary of Ratings for Discussion	Part IV: Development Plans		
		Final Performance Results	Action Plan	Timeline	Resources Needed

Prepared and submitted by:

Public Schools District Supervisor



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