



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2022- 47

TO : **DR. NILITA L. RAGAY, CID Chief**
DR. RACHEL B. PICARDAL, SGOD Chief
MRS. LANI B. YURONG, AO V
ALL SECTION HEADS

FROM : *mpaulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
2/8/2022

SUBJECT : **SUBMISSION OF CY 2021 ANNUAL ACCOMPLISHMENT REPORTS OF
FUNCTIONAL DIVISIONS (FD) IN COMPLIANCE TO REGIONAL
MEMORANDUM NO. 0070, S. 2022**

DATE : February 8, 2022

1. This office hereby tasks the Functional Divisions (FD) offices: Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD) and the Office of the Schools Division Superintendent (OSDS) through the Administrative Office to submit the Annual Accomplishment Reports for Calendar Year 2021 and other supporting documents/means of verification (MOVs) in compliance to Regional Memorandum No. 0070, S. 2022, Performance Evaluation and Validation of Third Level Officials (CY 2021 OPCR/IPC/R and Second Semester CESPES Ratings).
2. The Chiefs of the two FDs (CID and SGOD) and the Administrative Officer V shall be responsible on the online submission of the documents through https://drive.google.com/drive/folders/1eUK1THj560YavqYZZgGB0l_FzfIFgmx?fbclid=IwAR3aOAAeaCqJxpj8EvvGqVVRJJ5UIR7P4oCKDKpiOgcilB1zNlcIkTfhAXs on or before February 10, 2022.
3. Attached are Approved OPCR/Target for Calendar Year 2021 and Regional Memorandum No. 0070, s. 2022 for your reference.
4. For your information, guidance and compliance.

SPP/ MKP-JMA-NLR/OASDS-A/ JMA/ slbt

08 FEB 2022



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Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
SCHOOL DIVISION OF NEGROS ORIENTAL
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Name of employee: **SENEN PRISCILLO P. PAULIN**
 Position: **SDS**
 Center/ Service Division: **Office of the SDS (OSDS)**
 Rating Period: **January - December 2021**

Name of Rater: **SALUSTIANO T. JIMENEZ**
 Position: **REGIONAL DIRECTOR**
 Date of Review:

TO BE FILLED DURING PLANNING

OUTCOMES/MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	OUTPUT/ MOV	ACTUAL RESULTS	RATING				SCORE
								Q	E	T	AVE	
The Schools Division Office (SDO) empowers Schools and Learning Centers and engages partners and communities in the delivery of quality basic education that is accessible to all. (Sec. 2, RA 9155) 40%												
A. 1. Accurate and prompt compensation of all personnel, acted & resolved issues and concerns	1.1 ADMINISTRATIVE MANAGEMENT (10%)	1.1.1. Provide correct and prompt personnel actions and compensation	January - December 2021	2.50%	5- 100% of the personnel in SDO, schools & LCs received compensation & other benefits and acted issues & concerns correctly and promptly 4- 75- 99% of the personnel in SDO, schools & LCs received compensation & other benefits and acted issues & concerns correctly and promptly 3- 50 -75% of the personnel in SDO, schools & LCs received compensation & other benefits and acted issues & concerns correctly and promptly 2- 26-50% of the personnel in SDO, schools & LCs received compensation & other benefits and acted issues & concerns correctly and promptly 1- 25% of the personnel in SDO, schools & LCs received compensation & other benefits and acted issues & concerns correctly and promptly	Processed and issued salaries and benefits / Report on Checks Issued (RCI)/ Report on Advice to Debit Account issued (RADAI) Duty signed payroll Summary on Approved appointments, Promotions, Reclassification, Deployment, etc. Office charter report Na. of issues /concerns on personnel matters received & acted Records on complains/cases Tracking a No./Log Book of letter reply Summary of Funding Request/Approval						
		1.1.2. Maintain an updated and accurate information System	January - December 2021	2.50%	5- 100% of the data and records are updated and available in hard and /or soft copy 4- 75-99 % of the data and records are updated and available in hard and /or soft copy 3- 51-75% of the data and records are updated and available in hard and /or soft copy 2- 26-50% of the data and records updated were available in hard end /or soft copy 1- 25% of the data and records are updated and available in hard and /or soft copy	Soft and/or hard copy of data/ information needed/ website Summary of Records/ documents of the following: *Memo/issuances/ Advisory *201 Files *PSIPOP *Service Records *RPMS *Status of Cash Advance *SALN *LR Situation Report *School Profile *Nutritional Health Status *Annual Inventory of Records *List of Cases *School Forms (5, 6, 7)						

		1.1.3 Provide all schools, Learning Centers and SDO with necessary supplies, materials and equipment	January-December 2021	2.50%	<p>5- 100% allocation of supplies, materials and equipment procured are delivered on time to recipient schools</p> <p>4- 76-99% allocation of supplies, materials and equipment procured are delivered on time to recipient schools</p> <p>3-51-75% allocation of supplies, materials and equipment procured are delivered on time to recipient schools</p> <p>2- 26-50% allocation of supplies, materials and equipment procured are delivered on time to recipient schools</p> <p>1- 25% or less allocation of supplies, materials and equipment procured are delivered on time to recipient schools</p>	<p>Summary Report Property Acknowledgement Received</p> <p>Summary Report on Physical Count of Property Plant and Equipment</p> <p>Summary Report on Physical Count of Inventory (Semi-Expendable)</p> <p>Summary Report on Inventory of supplies/ materials/ equipment</p> <p>SDO APP/PPMP and Summary Report of Schools that submitted APP/PPMP</p> <p>Summary of Delivery Report</p> <p>Distribution List</p>					
		1.1.4 Develop a well-planned, directed and coordinated system for records management and general services	January to December 2021	2.50%	<p>5- 100% implementation of government laws, policies, plans, programs, rules, and regulations on records management and general service functioned based on client satisfaction surveys</p> <p>4-76-99% implementation of government laws, policies, plans, programs, rules, and regulations on records management and general service functioned based on client satisfaction surveys.</p> <p>3- 51-75% implementation of government laws, policies, plans, programs, rules, and regulations on records management and general service functioned based on client satisfaction surveys</p> <p>2-26-50% implementation of government laws, policies, plans, programs, rules, and regulations on records management and general service functioned based on client satisfaction surveys</p> <p>1-25% or less implementation of government laws, policies, plans, programs, rules, and regulations on records management and general service functioned based on client satisfaction surveys</p> <p>5- 100% of SDO, schools, and LCs adhered to 5s standards</p> <p>4- 76-99% of SDO, schools, and LCs adhered to 5s standards</p> <p>3- 51-75% of SDO, schools, and LCs adhered to 5s standards</p> <p>2- 26-50% of SDO, schools, and LCs adhered to 5s standards</p> <p>1- 1- 25% of SDO, schools, and LCs adhered to 5s standards</p>	<p>Summary on Client satisfaction surveys</p> <p>Summary on Administrative reports</p> <p>Summary Report on Personnel Feedback mechanism</p> <p>Summary of Contract on General Services</p> <p>List of Designation Orders of Jos</p> <p>Summary Report of SDO (different offices) schools, and LCs adherent of 5s</p>					
2. Schools and Learning Centers are provided with adequate services and resources that ensure a child-friendly and healthy learning and working environment	2.1 FINANCIAL MANAGEMENT (10%)	2.1.1. Provide SDO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and	January to December	3.00%	<p>5- 100% of schools are provided with seminars/workshops/TA on financial management (targets and utilization)</p> <p>4- 76-99% of schools are provided with seminars/workshops/TA on financial management (targets vs. utilization)</p> <p>3- 51-75% of schools are provided with seminars/workshops/TA on financial management (targets vs. utilization)</p>	<p>L&D Reports</p> <p>PMIS</p> <p>SMEA/DsMEA/DMEA/PMEA results focused on fiscal management</p>					

schools

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2- 26-50% of schools are provided with seminars/workshops/TA on financial management (targets vs. utilization)
1- 1- 25% of schools are provided with seminars/workshops/TA on financial management (targets vs. utilization)



			January to December 2021	4.00%	<p>5- 100% of teaching and non-teaching personnel received their salaries, benefits, and other claims properly and promptly (reimbursement processed vs. target population/number incoming requests)</p> <p>4-76-99% of teaching and non-teaching personnel received their salaries, benefits, and other claims properly and promptly (reimbursement processed vs. target population/number incoming requests)</p> <p>3-51-75% of teaching and non-teaching personnel received their salaries, benefits, and other claims properly and promptly (reimbursement processed vs. target population/number incoming requests)</p> <p>2-26-50% of teaching and non-teaching personnel received their salaries, benefits, and other claims properly and promptly (reimbursement processed vs. target population/number incoming requests)</p> <p>1-1-25% of teaching and non-teaching personnel received their salaries, benefits, and other claims properly and promptly (reimbursement processed vs. target population/number incoming requests)</p>	<p>Consolidated Financial reports</p> <p>Consolidated Liquidation Reports of schools and learning centers</p> <p>Summary Report on Allotment</p> <p>Consolidated/Summary Report BUR for PS and MOOE</p>							
				3.00%	<p>5- 100% of the national fund allotments are properly, equitably, and promptly distributed to schools and learning centers (schools/LCs vs. population; downloaded fund vs. utilization)</p> <p>4-76-99% of the national fund allotments are properly, equitably, and promptly distributed to schools and learning centers (schools/LCs vs. population; downloaded fund vs. utilization)</p> <p>3- 51-75% of the national fund allotments are properly, equitably, and promptly distributed to schools and learning centers (schools/LCs vs. population; downloaded fund vs. utilization)</p> <p>2- 26-50% of the national fund allotments are properly, equitably, and promptly distributed to schools and learning centers (schools/LCs vs. population; downloaded fund vs. utilization)</p> <p>1-1-25% of the national fund allotments are properly, equitably, and promptly distributed to schools and learning centers (schools/LCs vs. population; downloaded fund vs. utilization)</p>	<p>Consolidated M and E reports focused fund allocation</p> <p>PPMP/APP</p> <p>Work and Financial Plan</p> <p>ESIP/ AIP</p> <p>Liquidation reports</p>							
A.3 SOO teaching and non-teaching personnel are committed, competent, innovative, and accountable in the performance of their duties and responsibilities and	3.1 Performance Management (10%)	3.1.1. Manage the implementation of Results-based Performance Management System (RPMS) in accordance to the schools' prevailing situations and realities.	January to December 2021	2.50%	<p>5- 100% of division units and schools adhered to the customized RPMS</p> <p>4- 76-99% of division units and schools adhered to the customized RPMS</p> <p>3-51-76% 100% of division units and schools adhered to the customized RPMS</p> <p>2-26-50% 100% of division units and schools adhered to the customized RPMS</p> <p>1-1-25% 100% of division units and schools adhered to the customized RPMS</p>	<p>Customized RPMS</p> <p>Summary of Ratings (School)</p> <p>Customized School Calendar (indicating cycle of RPMS)</p> <p>TA Report</p>							
		3.1.2 Formulate processes and standards for school accreditation.	January to December	2.50%	<p>5- 100% of schools that submitted for accreditation adhered to accreditation standards</p> <p>4-76-99% of schools that submitted for accreditation adhered to accreditation standards</p> <p>3-51-75% of schools that submitted for accreditation adhered to accreditation standards</p>	<p>Accreditation processes and standards</p> <p>Evaluation Sheet</p> <p>Transmittal</p>							

continuously improve to meet performance standards across access, quality, and governance			r 2021	2-26-50% of schools that submitted for accreditation adhered to accreditation standards 1-1-25% of schools that submitted for accreditation adhered to accreditation standards	On-site validation						
		3.1.3 Develop a feedback mechanism tool that enhances the delivery of frontline	January to December 2021	2.50% 5- 100 % of feedback from clients are properly addressed/answered promptly. 4- 76-99% of feedback from clients are properly addressed/answered promptly. 3- 51-75% of feedback from clients are properly addressed/answered promptly. 2- 26-50% of feedback from clients are properly addressed/answered promptly. 1- 1-25% of feedback from clients are properly addressed/answered promptly.	Feedback mechanism tool Summary of feedback properly and promptly addressed by the management						

		3.1.4. Strengthen values on punctuality, honesty, transparency & customer service satisfaction in the workplace	January - December 2021	2.50%	<p>5- 100% of offices implemented system to ensure personnel observe values on punctuality, honesty, transparency & SDO plan and advocate for PRIME- HRM</p> <p>4- 76-99% of offices implemented system to ensure personnel observe values on punctuality, honesty, transparency & SDO plan and advocate for PRIME- HRM</p> <p>3- 51-75% of offices implemented system to ensure personnel observe values on punctuality, honesty, transparency & SDO plan and advocate for PRIME- HRM</p> <p>2- 26-50% of offices implemented system to ensure personnel observe values on punctuality, honesty, transparency & SDO plan and advocate for PRIME- HRM</p> <p>1- 1-25% of offices implemented system to ensure personnel observe values on punctuality, honesty, transparency & SDO plan and advocate for PRIME- HRM</p>	<p>Workplace system implemented in strengthening the values and Status Report on the implementation of Project WATCH</p> <p>Implementation report on the Plans and Actions for PRIME-HR (Planning & Advocacy Stage)</p>							
A.4. Schools and Learning Centers are provided with adequate services and resources that ensure a child-friendly and healthy learning and working environment.	2.2. ANCILLARY SERVICES (10%) 2.2.1- Legal SERVICES (LARGE DIVISION) (7%)	2.2.1. Provide legal advices and render legal opinions to division officials in relation to the performance of their functions.	January to December 2021	1.00%	<p>5- 100% legal advices and legal opinions /decisions rendered vs. number of incoming requests within the prescriptive period</p> <p>4- 76-99% legal advices and legal opinions/ decisions rendered vs. number of incoming requests within the prescribed period.</p> <p>3- 51-75% legal advices/written/verbal and legal opinions/ decisions rendered vs. number of incoming requests within the prescriptive period</p> <p>2- 26-50% legal advices and legal opinions/ decisions rendered vs. number of incoming requests within the prescriptive period</p> <p>1- or less legal advices and legal opinions/ decisions rendered vs. number of incoming requests within the prescriptive period</p>	<p>Memos</p> <p>legal advices/opinions/decision</p> <p>Requests/lag book</p> <p>MOA reviewed</p>							
		2.2.2. Evaluate complaints filed, conduct investigation and draft decisions and orders on cases filed against non-teaching within the Division	January to December 2021	1.00%	<p>5- 100% of complaints acted upon within 3 days from receipt and reported to concerned parties</p> <p>4- 76-99% of complaints acted upon within 3 days from receipt and reported to concerned parties</p> <p>3-51-75% of complaints acted upon within 3 days from receipt and reported to concerned parties</p> <p>2- 26-50% of complaints acted upon within 3 days from receipt and reported to concerned parties</p> <p>1-1-25% of complaints acted upon within days from receipt and reported to concerned parties</p>	<p>intake sheets</p> <p>Reports</p> <p>Records of cases</p> <p>Endorsement</p>							
		2.2.3 Draft action /endorsements on complaints and letters for signature of the SDS in accordance with the provisions of the law and DepEd rules and regulations	January to December 2021	1.00%	<p>5- 100% actions/ endorsements prepared vis-à-vis number and complaints received</p> <p>4-76-99% actions/ endorsements prepared vis-à-vis number and complaints received</p> <p>3- 51-75% actions/ endorsements prepared vis-à-vis number and complaints received</p> <p>2- 26-50% actions/ endorsements prepared vis-à-vis number and complaints received</p> <p>1-1-25% actions/ endorsements prepared vis-à-vis number and complaints received</p>	<p>No. of endorsement</p> <p>Letters</p> <p>Received copy</p> <p>reports</p> <p>lagbook entries</p>							
		2.2.4. Interpret laws and rules affecting the implementation of various Division programs	January to December 2021	1.00%	<p>5- 100% of documents interpreted vis-à-vis number of endorsements/ referrals received</p> <p>4- 76-99% of documents interpreted vis-à-vis number of endorsements/ referrals received</p> <p>3- 51-75% of documents interpreted vis-à-vis number of endorsements/ referrals received</p>	<p>consolidated report on Printed legal opinion with sample</p> <p>summary of Requests</p>							

		various Division programs	2021	2- 26-50% of documents interpreted vis-à-vis number of endorsements/ referrals received 1-1 -25% of documents interpreted vis-à-vis number of endorsements/ referrals received								
		2.2.5. Prepare and review contracts, Memorandum of Agreements (MOAs) and instruments to which the Division or any of its offices and schools is a party, and interprets the provisions therein.	January to December 2021	1.00%	5- 100% of the contracts, MOAs , and legal instruments reviewed (target date vs. incoming requests) were prepared/ reviewed 4- 76-99% of the contracts, MOAs , and legal instruments reviewed (target date vs. incoming requests) were prepared/ reviewed 3- 51-75% of the contracts, MOAs , and legal instruments reviewed (target date vs. incoming requests) were prepared/ reviewed 2-26-59% of the contracts, MOAs , and legal instruments reviewed (target date vs. incoming requests) were prepared/ reviewed 1- 1-25% of the contracts, MOAs , and legal instruments reviewed (target date vs. incoming requests) were prepared/ reviewed	summary of Contracts with sample summary of Observation/Comment on reviewed contracts with sample summary of MOA/MOU with sample						

		2.2.6. Conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO).	January to December 2021	1.00%	<p>5- 100 of the lodged complaints for investigation against teaching personnel as may be delegated by the RO (# of investigation conducted vs. targets within the specified time)</p> <p>4- 76-99% of the lodged complaints for investigation against teaching personnel as may be delegated by the RO (# of investigation conducted vs. targets within the specified time)</p> <p>3- 51-75% of the lodged complaints for investigation against teaching personnel as may be delegated by the RO (# of investigation conducted vs. targets within the specified time)</p> <p>2- 26-59% of the lodged complaints for investigation against teaching personnel as may be delegated by the RO (# of investigation conducted vs. targets within the specified time)</p> <p>1-1-25% of the lodged complaints for investigation against teaching personnel as may be delegated by the RO (# of investigation conducted vs. targets within the specified time)</p>	<p>Investigation Report</p> <p>Indorsement</p> <p>RO Designation</p>					
		2.2.7. Represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	January to December 2021	1.00%	<p>5- 100% Legal representation/appearance before appropriate tribunals vs. number of deputized representations.</p> <p>4-76-99% Legal representation/appearance before appropriate tribunals vs. number of deputized representations.</p> <p>3-50%-75% Legal representation/appearance before appropriate tribunals vs. number of deputized representations.</p> <p>2-26%-49% Legal representation/appearance before appropriate tribunals vs. number of deputized representations.</p> <p>1- 1-25% and below? Legal representation/appearance before appropriate tribunals vs. number of deputized representations</p>	<p>Court Order</p> <p>Certificate of Appearance</p> <p>Special Order from OSG</p> <p>Summary of court cases represented</p>					
2.2.2 ICT Systems and Infrastructure (3%)	2.2.2.1. Manage and maintain the information and Communication Technology (ICT) Systems and infrastructure of the Division to effectively support operations	January to December 2021	1.00%	<p>5 - 100% of the different ICTS and infrastructure of the Division are managed to effectively support Operations</p> <p>4 - 76-99% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p> <p>3 - 50-75% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p> <p>2- 28-49% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p> <p>1- 1-25% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p>	<p>Reports on the different ICTS & infrastructure.</p> <p>Division website</p> <p>PMIS</p> <p>LIS/EBEIS</p> <p>ICT gadgets utilization</p>						
	2.2.2.2. Manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the system	January to December 2021	1.00%	<p>5- 100% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p> <p>4-76-99% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p> <p>3-51-75% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p> <p>2-26-50% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p> <p>1-25% of schools & LCs are monitored on ICT infrastructures, programs, and projects (target vs. accomplishment)</p>	<p>ICT M & E reports</p> <p>Memorandum</p> <p>Documentation</p> <p>ICT Plan</p>						

		2.2.2.3 Participate and communicate with Central Office and other ICT Units across levels with regard to the implementation of national ICT and ICT-related programs	January to December 2021	1.00%	<p>5- 10% increase or more in the number of partnerships forged vs. baseline data, in collaboration with RO and CO on ICT implementation</p> <p>4- 8% increase in the number of partnerships forged vs. baseline data, in collaboration with RO and CO. On ICT implementation</p> <p>3- 6% increase in the number of partnerships forged vs. baseline data, in collaboration with RO and CO on ICT implementation</p> <p>2- 4% increase in the number of partnerships forged vs. baseline data, in collaboration with RO and CO on ICT implementation</p> <p>1-2% increase in the number of partnerships forged vs. baseline data, in collaboration with RO and CO on ICT implementation</p>	Comparative data on forged partnership for 2020 and 2021 related to ICT implementation							
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OUTCOMES/MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	OUTPUT/ MOV	ACTUAL RESULTS	RATING			SCORE
								Q	E	T	
B. CID: Schools and Learning Centers continuously improve the implementation of the articulated curriculum - (30%)											
B.1 Schools and learning centers are able to implement curriculum effectively	1.1 Instructional Management (10%)	1.1.1 Manage the Implementation of Basic Education Curriculum and Special Curriculum Programs	January to December 2021	3.00%	5-100% of schools implemented K to 12 Curriculum as to standard set aligned to BE-LCP 4-76-99% of schools implemented K to 12 Curriculum as to standard set aligned to BE-LCP 3-51-75% of schools implemented K to 12 Curriculum as to standards set aligned to BE-LCP 2-26-50% of schools implemented K to 12 Curriculum as to standards set aligned to BE-LCP 1-1-25% of schools implemented K to 12 Curriculum as to standards set aligned to BE-LCP	Report on the BE-LCP implementation of schools Documentation					
				3.00%	5-100% of schools implementing Special Curriculum Programs complied to standards 4-76-99% of schools implementing Special Curriculum Programs complied to standards 3-51-75% of schools implementing Special Curriculum Programs complied to standards 2-26-50% of schools schools implementing Special Curriculum Programs complied to standards 1-1-25% of schools schools implementing Special Curriculum Programs complied to standards	M & E report on the implementation of Special Curriculum Program					
		1.1.2. Provide Technical Assistance (TA) to schools and Learning Centers in classroom management, skills, instructional competence, and action research.	January to December 2021	2.00%	5- 100% of schools and Learning Centers are provided with TA in classroom management skills, instructional competence, and action research. 4-76-99% of schools and Learning Centers are provided with TA from EPS & PSDS in classroom management skills, instructional competence, and action research. 3-51-75% of schools and Learning Centers are provided with TA from EPS & PSDS in classroom management skills, instructional competence, and action research. 2-26-50% of schools and Learning Centers are provided with TA from EPS & PSDS in classroom management skills, instructional competence, and action research. 1-1-25% of schools and Learning Centers are provided with TA from EPS & PSDS in classroom management skills, instructional competence, and action research.	Consolidated report on TA Provision to schools with Plan, Contracts on the ff: * classroom management * instructional competence * action research Supervisory Plans					
		1.1.3. Capacitate school heads and teachers in the implementation of K to 12 Curriculum and Special Curricular Programs	January to December 2021	2.00%	5- 100% of teachers and SHs are trained in the implementation of K to 12 Curriculum and Special Curricular Programs 4-76-99% of teachers and SHs are trained in the implementation of K to 12 Curriculum and Special Curricular Programs 3-51-75% of teachers and SHs are trained in the implementation of K to 12 Curriculum and Special Curricular Programs 2-26-50% of teachers and SHs are trained in the implementation of K to 12 Curriculum and Special Curricular Programs 1-1-25% of teachers and SHs are trained in the implementation of K to 12 Curriculum and Special Curricular Programs	Summary of Approved L&D on the ff: * Teachers' training related to K to 12 implementation * LAC activities * JEL * Teachers' training on Special Curricular Programs * SH training related to K to 12 implementation * SHs' training on Special Curricular Programs					
	2.1. Assessment of Learning (10%)	2.1.1. Guide the schools and LCs in the effective management of learning assessment for better learning outcomes	January to December 2021	3.00%	5- 100% of EPS, PSDSs & school heads monitored the effective management of assessment for better learning outcomes 4-76-99% of EPS, PSDSs & school heads monitored the effective management of assessment for better learning outcomes 3-51-75% of EPS, PSDSs & school heads monitored the effective management of assessment for better learning outcomes	Consolidated report of EPS, PSDSs, and school heads monitoring reports on learning assessment Accomplished M & E Tool CIGPs					

OUTCOMES/MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	OUTPUT/ MOV	ACTUAL RESULTS	RATING			SCORE
C. SGOD: Supports and capacitates schools and Learning Centers in ensuring a conducive learning environment and Governance and Operations. (30%)							in compliance to quality standards of				
								Q	E	T	
	2.2 Learning Resource Materials Management and Development (10%)	2.2.1. Develop contextualized learning resources by learning area for schools and learning centers	January to December 2021	4.00%	5-100% of schools and Learning Centers utilized the contextualized LRs developed by learning areas (K-12), ALS, & MADRASAH 4-76-99% of schools and Learning Centers utilized the contextualized LRs developed by learning areas (K-12), ALS, & MADRASAH 3-51-75% of schools and Learning Centers utilized the contextualized LRs developed by learning areas (K-12), ALS, & MADRASAH 2-26-50% of schools and Learning Centers utilized the contextualized LRs developed by learning areas (K-12), ALS, & MADRASAH 1-1-25% of schools and Learning Centers utilized the contextualized LRs developed by learning area (K-12), ALS, & MADRASAH	Printed/ soft copy of contextualized teaching-learning materials Functional LR portal					
		2.2.2. Quality assure Learning Resources (LRs) for the use of schools and Learning Centers	January to December 2021	3.00%	5-100% of the LRs prepared and submitted are quality assured 4-76-99% of the LRs prepared and submitted are quality assured 3-51-75% of the LRs prepared and submitted are quality assured 2-26-50% of the LRs prepared and submitted are quality assured 1-1-25% of the LRs prepared and submitted are quality assured	Report on number of quality assured material accomplished evaluation sheets All learning areas including ALS & MADRASAH					
		2.2.3. Provide technical assistance to schools and Learning Centers in line with the development, production, storage, distribution and utilization of learning materials	January to December 2021	3.00%	5-100 % of schools and LCs are provided TA in the development, production, storage, Distribution and utilization of learning materials 4-76-99% of schools and LCs are provided TA in the development, production, storage, Distribution and utilization of learning materials 3-51-75% of schools and LCs are provided TA in the development, production, storage, Distribution and utilization of learning materials 2-26-50% of schools and LCs are provided TA in the development, production, storage, Distribution and utilization of learning materials 1-1-25% of schools and LCs are provided TA in the development, production, storage, Distribution and utilization of learning materials	TA Plan Implementation report on the TA provided to schools by the EPS and PSDS M & E report on the production, storage, distribution and utilization with CKIPs and action taken					
C.1 Schools and Learning Centers (LCs) effectively and efficiently deliver education services.	1.1 Support Services Management (4%)	1.1.1Capacitate schools and learning centers in the delivery of education program services	January to December 2021	1.00%	5-100% of schools and learning centers are capacitated in the delivery of education program services 4-76-99% of schools and learning centers are capacitated in the delivery of education program services 3-51-75% of schools and learning centers are capacitated in the delivery of education program services 2-26-50% of schools and learning centers are capacitated in the delivery of education program services 1-1-25% of schools and learning centers are capacitated in the delivery of education program services	Summary report on the L & O focused on capacitating SHs, teachers, and support staff in different program services					
		1.1.2. Strengthen the management of schools and learning centers in terms of process delivery of education				5-100% of schools and learning centers have improved/functional support services to the clients/ learners 4-76-99% of schools and learning centers have improved/functional support services to the clients/ learners	Citizen Charter M & E reports on the functionality of support services.				

		support services	January to December 2021	2.00%	<p>3-51-75% of schools and learning centers have improved/functional support services to the clients/ learners</p> <p>2-26-50% of schools and learning centers have improved/functional support services to the clients/ learners</p> <p>1-1-25% of schools and learning centers have improved/functional support services to the clients/ learners</p>	<p>* Sports</p> <p>* Health</p> <p>* educational facilities * DRR</p>							
		1.1.3 Support the maintenance of a conducive learning environment	January to December 2021	1.00%	<p>5- 100% of schools and learning centers maintained a conducive learning environment adherent to CFSS</p> <p>4-76-99% of schools and learning centers maintained a conducive learning environment adherent to CFSS</p> <p>3-51-75% of schools and learning centers maintained a conducive learning environment adherent to CFSS</p> <p>2-26-50% of schools and learning centers maintained a conducive learning environment adherent to CFSS</p> <p>1-1-25% of schools and learning centers maintained a conducive learning environment adherent to CFSS</p>	Summary Result of CFSS Evaluation Result							
		1.1.4. Implement and manage learner support services such as: * Youth Dev. Programs: Sports, Scouting, NDEP * School Health & Nutrition : OK as DepEd * DRRM SHS Voucher/ JDVS * CGP	January to December 2021	2.00%	<p>5-100% of targeted programs are implemented</p> <p>4-76-99% of targeted programs are implemented</p> <p>3-51-75% of targeted programs are implemented</p> <p>2-26-50% of targeted programs are implemented</p> <p>1-1-25% of targeted programs are implemented</p>	<p>Program implementation reports on various learner support services :</p> <p>* YFD Programs: Sports, Scouting, NDEP</p> <p>* OK as DepEd</p> <p>* DRRM</p> <p>*SHS Voucher/JDVS</p> <p>*CGP</p>							

		1.3.4. Accept donations (e.g. equipment, tools) from program/project partners for proper utilization	January to December 2021	1.00%	<p>2- 4 MOA/MOU signed vs. targets</p> <p>1-2MOA/MOU signed vs. targets</p> <p>5- 10 turn over ceremonies conducted/launched</p> <p>4- 8 turn over ceremonies conducted/launched</p> <p>3- 6 turn over ceremonies conducted/launched</p> <p>2- 4 turn over ceremonies conducted/launched</p> <p>1-2 turn over ceremonies conducted/launched</p>	<p>Certificates of Acceptance of project /program equipment/tools turned-over to the SDO</p> <p>Deed of donation</p>							
			January to December 2021	1.00%	<p>5- Complete inventory list of program/project equipment/tools prepared quarterly by schools & annually by SDO</p> <p>4- Complete inventory list of program/project equipment/tools prepared quarterly by schools</p> <p>3- Complete inventory list of program/project equipment/tools prepared per semester by schools</p> <p>2-Complete inventory list of program/project equipment/tools prepared annually by schools</p> <p>1-Incomplete inventory list of program/project equipment/tools prepared annually by schools</p>	<p>List of project/program equipment/tools turned-over to the SDO</p> <p>Deed of donation</p>							
C.2. Teaching and Non-teaching personnel at the SDO or a competent in performing their respective duties and functions	2.1 Human Resource Development (6%)	2.1.1 Manage the capacity building programs for teaching and non-teaching personnel including DRRM	January to December 2021	1.00%	<p>5- 100% of teaching and non-teaching personnel trained</p> <p>4- 76-99% of teaching and non-teaching personnel trained</p> <p>3- 51-75% of teaching and non-teaching personnel trained</p> <p>2- 26-75% of teaching and non-teaching personnel trained</p> <p>1-1-25% of teaching and non-teaching personnel trained</p>	<p>Learning and Development Proposal</p> <p>Instructional Design</p> <p>Program Completion Report</p>							

		Implementation of the projects and programs	January to December 2021	1.00%	<p>4-76-99% of schools and Learning Centers monitored and evaluated quarterly as to the implementation of Projects and programs</p> <p>3-51-75% of schools and Learning Centers monitored and evaluated quarterly as to the implementation of Projects and programs</p> <p>2-26-50% of schools and Learning Centers monitored and evaluated quarterly as to the implementation of Projects and programs</p> <p>1-1-25% of schools and Learning Centers monitored and evaluated quarterly as to the implementation of Projects and programs</p>	<p>SMEA consolidation</p> <p>DMEA report</p>						
		3.1.8 Analyze M&E result for appropriate and immediate intervention	January to December 2021	1.00%	<p>5- 100% M&E results analyzed and provided TA for appropriate and immediate interventions</p> <p>4-76-99% M&E results analyzed and provided TA for appropriate and immediate interventions</p> <p>3-50- 76% M&E results analyzed and provided TA for appropriate and immediate interventions</p> <p>2-26-49 M&E results analyzed and provided TA for appropriate and immediate interventions</p> <p>1- 25 or less M&E results analyzed and provided TA for appropriate and immediate interventions</p>	<p>M&E Reports</p> <p>Result of M&E analysis</p> <p>TA given</p>						

OVER ALL RATING FOR ACCOMPLISHMENTS	Numerical	Descriptive

SALUSTIANO, JIMENEZ, JR AND CRADY

BENJAMIN GILLOM, PAULIN SEMB



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director


REGIONAL MEMORANDUM
No. _____, s. 2022

**PERFORMANCE EVALUATION AND VALIDATION OF THIRD LEVEL OFFICIALS
(CY 2021 OPCR/IPC/R AND SECOND SEMESTER CESPES RATINGS)**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to Career Executive Service Board (CESB) Circular No. 5, s. 2021 and Memorandum dated December 17, 2021 on the Compliance of Career Executive Service Performance Evaluation System (CESPES) Ratings for 2nd Semester CY 2021 and DepEd Order No.2, s.2015, *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)* in the Department of Education, all concerned are advised to comply with the process defined thereto.
2. The objectives of these activities are as follows:
 - a. evaluate and validate the OPCR/IPC/R (CY 2021) and CESPES Form 3-A (2nd Semester of CY 2021) self-rating of third level officials;
 - b. assist the subordinate and peer raters in rating the third level officials;
 - c. objectively assess the performance level of the office versus the performance commitment of the ratee as contained in the signed OPCR/IPC/R and CESPES Form 3A;
 - d. provide an avenue for rater and ratee interfacing to discuss the strengths and areas for improvement;
 - e. finalize, approve and sign the CY 2021 OPCR/IPC/R and CESPES Form 3-A (2nd Semester CY 2021); and
 - f. upload the approved CESPES Form 3-A to CESPES online rating system.
3. Please refer to enclosures A, B, C and D for the details.
4. All documents related to RPMS -OPCR/IPC/R and CESPES Form 3-A shall be submitted to the PMT through a specific folder in the MS TEAMS created for the SDOs.
5. For inquiries and clarifications, you may contact the PMT Secretariat through these numbers; 032 - 319 -1651 local no. 730 or 09175660149.
6. All expenses incurred relative to the conduct of the said activities are chargeable against the Regional/Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
7. For the information and compliance of all concerned.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V

Director IV
Regional Director 

SECRET/ATTN:SR/SA/AS/SP



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399





Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

Enclosure A to Regional Memorandum No. _____, s. 2022

EVALUATION AND VALIDATION SCHEDULE FOR CY 2021 OPCRF AND 2ND SEMESTER CESPES RATINGS

Date	Activities		Persons/Group Involved
	RPMS-OPCRF	CESPES	
February 2-11, 2022	Submission of MOV's/ Annual Accomplishment Report CY 2021 (1st & 2 nd Semester)		<ul style="list-style-type: none"> ❖ All ASDSs ❖ All SDSs ❖ RO PMT
	Submission of OPCRF/IPCRF (CY 2021) Self-rating	Submission of CESPES Form No. 003-A (2 nd Semester) Self-Rating	
February 2-11, 2022	Submission of Ratee Information Sheet (RIS) to PMT MS Teams		<ul style="list-style-type: none"> ❖ All SDSs ❖ All ASDSs ❖ CESPES Coordinator/s
February 15-18, 2022		Rating of Peers/Subordinates	<ul style="list-style-type: none"> ❖ Peer/Subordinate Raters
February 21 to March 2, 2022	Validation of OPCRF/IPCRF (Self-Rating) <i>(see separate attached schedule)</i>	Validation of CESPES Form No.003-A (Self-rating)	<ul style="list-style-type: none"> ❖ All SDSs ❖ All ASDSs ❖ RO PMT
March 7-10, 2022	Rater-Ratee Interfacing (OPCRF/IPCRF and CESPES Finalization of Rating) <i>(see separate attached schedule)</i>		For SDO: <ul style="list-style-type: none"> ❖ SDSs ❖ ASDSs For RO: <ul style="list-style-type: none"> ❖ RD ❖ SDSs
March 14-18, 2022	Finalization of CY 2021 OPCRF/IPCRF Rating	Finalization and Uploading of CESPES Form No.003-A Rating	<ul style="list-style-type: none"> ❖ SDSs ❖ ASDSs
March 21-25, 2022	Approval of CY 2021 OPCRF/IPCRF and CESPES Form No.003-A (Final Rating)		For SDO: <ul style="list-style-type: none"> ❖ SDSs ❖ ASDSs For RO: <ul style="list-style-type: none"> ❖ RD ❖ SDSs


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Enclosure B to Regional Memorandum No. _____ s. 2022

SCHEDULE OF VALIDATION OF CESPES FORM NO.003-A AND OPCRF/IPCRF

Via MS Teams

Division	Name	Date	Time	
Bais City	SDS Dexter Aguilar	February 21, 2022	8:30AM-9:30AM	
	ASDS Arnulfo A. Adana		9:30AM-10:30AM	
Bayawan City	SDS Lelame T. Cabrera		10:30AM-11:30AM	
	ASDS Juliet J. Tuala		1:30PM-2:30PM	
Bogo City	SDS Roseller N. Gelig		2:30PM-3:30PM	
	ASDS Christine Paquibot		3:30PM-4:30PM	
Hobol	SDS Bianito A. Dagatan		February 22, 2022	8:30AM-9:30AM
	ASDS Faustino Toradio			9:30AM-10:30AM
	ASDS Danilo G. Gudelosao			10:30AM-11:30AM
Carcar City	SDS Ronald G. Gutay		February 23, 2022	1:30PM-2:30PM
	ASDS Estella Susvilla	2:30PM-3:30PM		
Cebu City	SDS Rhea Mar A. Angrud	February 23, 2022	3:30PM-4:30PM	
	ASDS Bernadette Susvilla		8:30AM-9:30AM	
Cebu Province	SDS Marilyn S. Andales	February 23, 2022	9:30AM-10:30AM	
	ASDS Faye Luarez		10:30AM-11:30AM	
	ASDS Lorenzo Dizon		1:30PM-2:30PM	
	ASDS Anelita Bongcavil		2:30PM-3:30PM	
Danao City	SDS Leah P. Noveras	February 24, 2022	3:30PM-4:30PM	
	ASDS Leviticus Barazon		8:30AM-9:30AM	
Dumaguete City	SDS Gregorio Cyrus Elejorde	February 24, 2022	9:30AM-10:30AM	
	ASDS Ester Futalan		10:30AM-11:30AM	
Guihulngan City	SDS Arden D. Monisit	February 28, 2022	1:30PM-2:30PM	
	ASDS Romel Victor A. Villahermosa		2:30PM-3:30PM	
Lapu-Lapu City	SDS Wilfreda D. Bongalos	February 28, 2022	3:30PM-4:30PM	
	ASDS Cartesa Perico		8:30AM-9:30AM	
Mandaue City	SDS Nirfa D. Bongo	February 28, 2022	9:30AM-10:30AM	
	ASDS Leah B. Apao		10:30AM-11:30AM	
Naga City	SDS Rosalie M. Pasaol	March 1, 2022	1:30PM-2:30PM	
	ASDS Michaelangelo R. Sauro		2:30PM-3:30PM	
Negros Oriental	SDS Senen P. Paulin	March 1, 2022	3:30PM-4:30PM	
	ASDS Joehyza Arcilla		8:30AM-9:30AM	
	ASDS Nilita Ragay		9:30AM-10:30AM	
Siquijor	ASDS Marcelo Palispis	March 1, 2022	10:30AM-11:30AM	
	SDS Neri Ojastro		1:00PM-2:00PM	
Tagbilaran City	ASDS Marina Salamanca	March 2, 2022	2:00PM-3:00PM	
	SDS Joseph Irwin Lagura		3:00PM-4:00PM	
Talisay City	ASDS Castana P. Caberte	March 2, 2022	4:00PM-5:00PM	
	SDS Evangel M. Luminarias		8:30AM-9:30AM	
Tanjay City	ASDS Marcelita Dignos	March 2, 2022	9:30AM-10:30AM	
	SDS Maria Theresa V. Avanzado		10:30AM-11:30AM	
Toledo City	ASDS Ian Edmark Cabio	March 2, 2022	1:30PM-2:30PM	
	SDS Orlando Cadano		2:30PM-3:30PM	
	ASDS Allan B. Matin-aw		3:30PM-4:30PM	

SALUSTIANO T. JIMENEZ JD, EdD, CESO V

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Enclosure C to Regional Memorandum No. _____, s. 2022

**SCHEDULE OF RATEE-RATER (RD-SDS) INTERFACE ON THE FINALIZATION
OF CESPES AND OPCRF RATINGS**

Division	Name	Date	Time
Bais City	SDS Dexter Aguilar	March 7, 2022	9:00AM-10:00AM
Bayawan City	SDS Lelanie T. Cabrera		10:00AM-11:00AM
Bogo City	SDS Roseller N. Gelig		1:30PM-2:30PM
Bohol	SDS Bianito A. Dagatan		2:30PM-3:30PM
Carcar City	SDS Ronald G. Gutay		3:30PM-4:30PM
Cebu City	SDS Rhea Mar A. Angtud	March 8, 2022	9:00AM-10:00AM
Cebu Province	SDS Marilyn S. Andales		10:00AM-11:00AM
Danao City	SDS Leah P. Noveras		1:30PM-2:30PM
Dumaguete City	SDS Gregorio Cyrus Elejorde		2:30PM-3:30PM
Guihulngan City	SDS Arden D. Morisit		3:30PM-4:30PM
Lapu-Lapu City	SDS Wilfreda D. Bongalos	March 9, 2022	9:00AM-10:00AM
Mandaue City	SDS Nimfa D. Bongo		10:00AM-11:00AM
Naga City	SDS Rosalie M. Pasaol		1:30PM-2:30PM
Negros Oriental	SDS Senen P. Paulin		2:30PM-3:30PM
Siquijor	OIC- SDS Neri Ojastro		3:30PM-4:30PM
Tagbilaran City	SDS Joseph Irwin Lagura	March 10, 2022	9:00AM-10:00AM
Talisay City	SDS Evangel M. Luminarias		10:00AM-11:00AM
Tanjay City	SDS Maria Theresa V. Avanzado		1:30PM-2:30PM
Toledo City	OIC-SDS Orlando Cadano		2:30PM-3:30PM

Venue: To be announced later.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
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Enclosure D to Regional Memorandum No. _____, s. 2022

SCHEDULE OF RATEE-RATER (SDS-ASDS) INTERFACE ON THE FINALIZATION OF CESPES AND OPCRIF RATINGS

Division	Assistant Schools Division Superintendent	Schedule	Time
Bais City	ASDS Arnulfo A. Adana	March 7, 2022	9:00AM-10:00AM
Bayawan City	ASDS Juliet J. Tuala		10:00AM-11:00AM
Bogo City	ASDS Christine Paquibot		11:00AM-12:00PM
Bohol	ASDS Faustino Toradio		1:00PM-2:00PM
	ASDS Danilo G. Gudelosao		2:00PM-3:00PM
Carcar City	ASDS Estella Susvilla		3:00PM-4:00PM
Cebu City	ASDS Bernadette Susvilla	March 8, 2022	9:00AM-10:00AM
Cebu Province	ASDS Faye Luarez		10:00AM-11:00AM
	ASDS Lorenzo Dizon		11:00AM-12:00PM
	ASDS Anelito Bongcawil		1:00PM-2:00PM
Danao City	ASDS Leviticus Barazon		2:00PM-3:00PM
Dumaguete City	ASDS Ester Fufalan		3:00PM-4:00PM
Guihulngan City	ASDS Romel Victor A. Villahermosa	March 9, 2022	9:00AM-10:00AM
Lapu-Lapu City	ASDS Cartesa Perico		10:00AM-11:00AM
Mandaue City	ASDS Leah B. Apao		11:00AM-12:00PM
Naga City	ASDS Michaelangelo R. Sauro		1:00PM-2:00PM
	ASDS Joelyza Arcilla		2:00PM-3:00PM
Negros Oriental	ASDS Nilita Ragay		3:00PM-4:00PM
	ASDS Marcelo Palispis	4:00PM-5:00PM	
Siquijor	ASDS Marina Salamanca	March 10, 2022	9:00AM-10:00AM
Tagbilaran City	ASDS Casiana P. Caberte		10:00AM-11:00AM
Talisay City	ASDS Marcelita Dignos		11:00AM-12:00PM
Tanjay City	ASDS Ian Edmark Cabio		1:00PM-2:00PM
Toledo City	ASDS Allan B. Marin-aw		2:00PM-3:00PM

Venue: To be determined by the SDSs and ASDSs.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V

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