
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF ABRA Bangued, Abra</p>		<p>Document Code: SDOABRA-QF-OSDS-SDS-001</p> <p>Revision: 00</p> <p>Effectivity date: 01-14-2019</p>
---	---	--	---

October 14, 2019

DIVISION MEMORANDUM

No. 347 s. 2019

IMPLEMENTATION OF SDO-OPCR FOR CALENDAR YEAR 2019

TO: ALL Chief Education Supervisors
All SDO Personnel

1. Relative to the implementation of SDO-OPCR for Calendar Year 2019, KRAs and objectives are set to be accomplished collaboratively and cooperatively by all concerned personnel.
2. The following are the KRAs, objectives with specific performance indicators, MOVs required and responsible division/section/unit including focal person who will facilitate the accomplishment of the required performance indicators spelled out, to wit:

KRA'S	OBJECTIVES	TIMELINE	Weight per Objective	PERFORMANCE INDICATORS	MEANS OF VERIFICATION (MOVs)	Responsible Division/ Section/ Unit	Focal Person
1. Strategic Management and Operations (25%)	Implemented the DAIP 2019	January 2019 – December 2020	10%	100% of PAPs implemented	<ul style="list-style-type: none"> Copy of the DAIP Adjusted DAIP as applicable Summary Accomplishment Report of the DAIP 	SGOD/PPRS	Jaeriel Bersamina
	Developed strategic plans for the succeeding year (for CY 2020)	January 2019 – December 2020	5%	Developed and submitted the Medium Term Plan 2020-2022, and 2020 DAIP by 1 st week of November	<ul style="list-style-type: none"> 2020 DAIP 2020-2022 Medium Term Plan 	SGOD/CID/ OSDS	Jaeriel Bersamina
	Evaluated performance of school and SDO on a quarterly basis	January 2019 – December 2020	3%	Developed adjustment/ catch-up plans and 100% implemented	<ul style="list-style-type: none"> Quarterly DMEA report Adjustment Plan/ Catch up Plan Quarterly BAR 	SGOD/SMME	Dr. Loma Llaneza
	Improved the SBM	Jan. – Aug 2020	3%	7% or more of schools recommended	<ul style="list-style-type: none"> List of schools' recommender for validation 	SGOD/SMME	Dr. Loma Llaneza



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA
Bangued, Abra



Document Code: SDOABRA-QF-OSDS-SDS-001

Revision: 00

Effectivity date: 01-14-2019

	level of practice			for SBM validation	Report on the result of validation		
	Implemented DRRM Plan	January 2019 – December 2020	2%	100% Paps implemented	Report on the result of validation	SGOD/ DRRM	Jun Rifareal
	Implemented Innovative Practices in the SDO operation	January 2019 – December 2020	2%	3 or more e-systems or e-tools created and deployed	List of implemented systems, project write-up, user manual/ guide	SGOD/ CID	Jaeriel Bersamina
	Managed the conduct of Educational Research	January 2019 – December 2020	3%	Researches on either Child Protection, Human Resource Development and Governance conducted		SGOD/ CID/ OSDS	Jaeriel Bersamina
	Developed local curriculum materials on critical contents and least learned competencies	January 2019 – December 2020	10%	31 or more LRs based on the least learned competencies or critical contents in all subject areas and grade levels submitted to the RO quarterly	List of LRs developed, copy of transmittals received in the RO, 1 ALSLR per quarter	CID/ LRMDS	Mr. Ronald Marquez
Curriculum and Instruction Management 28%	Conducted monitoring and evaluation to schools in the delivery of k-12 curriculum and its	January 2019 – December 2020	10%	96%-100% of schools monitored and evaluated	List of schools monitored, summary of DO results, findings and analysis of reports and recommendations quarterly, Approved IS Plan, Integrated	CID/ PSDS/ EPS	Hedwig M. Belmes



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA
Bangued, Abra



Document Code: SDOABRA-QF-OSDS-SDS-001

Revision: 00

Effectivity date: 01-14-2019

	support services				Monitoring Tool, TA Plan		
	Provided technical assistance to schools in the delivery of k-12 curriculum as needed	January 2019 – December 2020	5%	96%-100% of the school recommended by MEA were given TR and with report	<ul style="list-style-type: none"> Division TA Plan Catch up Plan Adjusted Plan MEA Report 	SGOD/SMME	Dr. Lorna Llana
Human Resource Development and Management (20%)	Implemented Division HRMD Plan	January 2019 – December 2020	10%	96%-100% of the activities in plan were implemented	<ul style="list-style-type: none"> HRMD Plan, Accomplishment Report, vis-à-vis the plan 	SGOD/HRDS	Eden Adriatico
	Evaluated the performance of Do personnel and school heads based on the RPMS	January 2019 – December 2020	4%	96%-100% DO personnel and school heads have undergone the performance management cycle	<ul style="list-style-type: none"> RPMS Monitoring and Coaching Plan, Report on the implementation of the plan per cycle 	SGOD/HRDS	Eden Adriatico
	Performance of teaching and non-teaching employees by the end of the rating period	January 2019 – December 2020	2%	91%-100% of employees awarded/recognized	<ul style="list-style-type: none"> List of awards/ recognition and awardees (group and individual) 	SGOD/CID/OSDS	Eden Adriatico
	Improved efficiency and effectiveness of RSP	January 2019 – December 2020	4%	100% vacancies/newly created positions filled up and PSIPOP updated within 3months after publication	<ul style="list-style-type: none"> Updated PSIPOP (based on RO certification) 	OSDS/HRMO	Janet Pascua/ Gemma Cabutaje



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRAM
Bangued, Abra



Document Code: SDCABRAM-SP-0008-0004-001

Revision: 00

Effectivity date: 01-14-2019

Resource Management (20%)	Improved Disbursement rate of DDO funds by Dec. 31, 2020		100%	98%-100% Disbursement rate of DDO funds by Dec. 31, 2020	• Budgetary Financial Accountability Report (BFAR)	CSCS/ Accounting and Budget	Emer Estacado/ Cecilia Estacado
	Improved the efficiency of procurement of goods and services for instructional and non-instructional purposes		5%	APCRH improved from 2.6 to 3.0	• Previous Rate (2018)	CSCS/ Supply/ BAC	Werty Bargas/ Agneta Princesa
	Updated PPEI in Division and schools	January 2019 – December 2020	3%	100% of schools and DDO with updated PPEI	• Inventory Reports as a December	CSCS/ Supply	Werty Bargas
Partnership and Linkages (7%)	Improved implementation of PAFS through partnership with stakeholders	January 2019 – December 2020	3%	5 or more WCAs/MCUs implemented	• WCA/MCU Accomplishment Report	SGOD/ SocWeb	Jan Nowel Paria
	Identified resource needs of schools and created opportunities for partnership in relevant areas	January 2019 – December 2020	2%	Sourced out support for the implementation of 5 or more PAFS	• Deeds of donation, Proof of support and program supported/ Report	SGOD/ SocWeb	Jan Nowel Paria

5. All heads of divisions/sections need to ensure that the aforementioned KRAs/Objectives are reflected in their respective OPCR/IFCRs, to ensure alignment and that shared governance and responsibility are practiced in the workplace.



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA
Bangued, Abra




Document Code: SDOABRA-QF-
OSDS-SDS-001

Revision: 00

Effectivity date: 01-14-2019

4. Concerned focal persons need to be properly guided on the accomplishment of the performance indicators as to quality, efficiency and timeliness and the production of MOVs to be submitted to Dr. Loma Llaneza and Mr. Jaeriel Bersamina as soon as the PAPs are accomplished.
5. Interface among and between the divisions, sections, units are encouraged to better facilitate the accomplishment of the required MOVs.
6. Members of the PMT and the MRC need to closely work together to ensure that required MOVs are complied and satisfied vis a vis PIs set for CY 2019.
7. Wide dissemination and compliance to this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent