

Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

DIVISION MEMORANDUM No. 117 s.2020

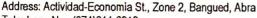
June 11, 2020

CONDUCT OF REMOTE PERFORMANCE REVIEW AND EVALUATION OF SCHOOL HEADS OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) AND MASTER TEACHERS INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR), SY 2019-2020

TO: All Performance Management Team- Division Level
All School Heads of both Elementary and Secondary
All Master Teachers of both Elementary and Secondary
All Others Concerned

- 1. In view of the existing situation due to COVID 19 pandemic, performance review and evaluation of School Heads OPCR and Master teachers IPCR will be conducted remotely which will commence on June 22 to July 15, 2020 on a <u>first come first serve basis</u>. In line with this, all ratees are instructed to provide active Facebook Accounts, cellphone numbers, email address for a seamless and smooth conduct of the cycle. The Performance Review and Evaluation Tool should be placed on the top of the RPMS portfolio.
- 2. Rating of the OPCR of School Heads and approval of IPCR of Master Teachers will be conducted following the procedures and timelines of activities hereunder presented, to wit:

		TIMELINE OF ACTIVITIES	
STEP	DATE	ACTIVITY	PERSON RESPONSIBLE
1	- ,	Submission of RPMS portfolio to the records section and forwarded to the office of the ASDS at the same date	School Head, Master Teachers, Records Section
2	tuna 00	Conduct of remote assessment the ratees will be contacted via remotely via messenger, call and text and other viable online platforms for validation and verification	OASDS, School Head, Master Teachers, ASDS Secretary
3	June 22 to July	Forward validated OPCR AND IPCR to the secretary for encoding of summary of rating	ASDS, ASDS Secretary
4	15, 2020	Forward the reviewed, evaluated and rated OPCR of School Head to SDS for approval	ASDS Secretary
5		Approval of the OPCR of School Head	SDS
6	Kanana a	Forward the approved OPCR of School Head to the Records Section	SDS Secretary
7	<u> </u>	Release of approved OPCR and IPCR by the records section.	Records Section









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- 3. Ratees should make themselves available or reachable from 8:00 am to 5:00 pm for the conduct of remote assessment during the entire duration of the evaluation and rating. The rater will reach the raters for purposes of evaluation, validation and rating via online platforms like Facebook Workplace, messenger, phone calls, texts and all other online platforms most accessible and convenient to both the rater and ratees.
- 4. To better facilitate the activity, please be guided with the provisions of Division Memorandum No. 101 s. 2020 titled, Preparation and Organization of School Heads RPMS Portfolio SY 2019-2020 inviting attention to paragraph no. 6, specifically on the Performance Indicators. The PIs actual accomplishments will be reflected on Column 5.
- 5. Attached herewith is Enclosure No 1, Performance Review and Evaluation Tool for SCHOOL HEAD OPCR, SY 2019-2020 with the following parts, brief description and parameters, to wit:

Column	Parts	Brief Description/parameters
1	KRA	6 Key Result Areas found in the approved OPCR, SY 2019-2020
2	Objectives	These are sets of targets spelled out in the 6 KRAs
3	Performance Indicators	Quantified and measurable targets based on objectives
4	MOVs/supporting documents	Documents, reports, evidences or any other means of verification
5	Actual Accomplishments/Outputs	Actual outputs accomplished on or before MARCH 16, 2020 with reference to the Performance Indicators set. Please quantify outputs in number, percentage etc.
6	Rating	Rating based on the PIs vis a vis the actual outputs with reference to calibrated PIs in the OPCR
7	Remarks	Actions relative to the rating given and conferred with the rater and rate based empirically on column 4

- 6. Master Teachers need to confer with their respective school heads relative to the rating and attached performance review and evaluation tool as proof of the conduct of the Phase III: Performance Review and Evaluation prior to approval by the PMT Chairperson. Validation of the rating will also be conducted remotely.
- 7. For your information, guidance and compliance.

GLORIA B. BUYA-AO
Schools Division Superintendent

Page 2 of 2



Address: Actividad-Economia St., Zone 2, Bangued, Abra Telephone No.: (074)614-6918

Website: http://www.depedabra.com
e-mail: abra@deped.gov.ph





Republic of the Philippines

Bepartment of Education	7
Name of Ratee:	Position:
School:	District:
Social Media Account (Facebook):	Email Address:
Cellphone No.:	
Company of the Compan	

		Performance Revie	Performance Review and Evaluation Tool for School	ool Heads OPCR, SY 2019-2020	9-2020			
Col 1	Col 2	Col 3	Col 4	Col 5		Col 6		Col 7
KRA	OBJECTIVES	PERFORMANCE INDICATORS	MOVs/DOCUMENTS	ACTUAL ACCOMPLISHMENTS/ OUTPUTS	Rating bas Pl's acc	g based on the QET PI's vis-a-vis actual accomplishments	Rating based on the QET of the PI's vis-a-vis actual accomplishments	REMARKS
					۵	F	1	
1. SCHOOL	1. Implemented the	 Percentage of 	Copy of AIP SY 219-2020	93% of the AIP PAPS	3	5	5	carried
LEADERSHIP	AIP 2019-2020	PAPS	 List of PAPS implemented 	were implemented	1			
MANAGEMENT		implemented on or	based on the AIP	100 % budget utilized				
AND		before March 16,	 Accomplishment Reports 	implemented first week of				
OPERATIONS		2020	✓ Documentation/Pictures	March	The same			
	2. Developed	 Number of 	 Certification signed by SMME 	5 strategic plans	4	1	5	not carried
	Strategic Plans	strategic plans	as to the development and	developed				5 strategic plans
	(WFP,SIP, AIP,	developed and	submission of the ESIP, AIP,	submitted September				is equivalent to
	APP, DRRM plan,	submitted	WFP, APP	2019				4
	AILAMP		 copy of the APPROVED 					carried 5 for
			AILAMP AND DRRM PLAN					timeliness



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e-mail: abra@deped gov.ph

