



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 **first come first serve basis**. 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                      | June 22 to July 15, 2020 | 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                      |                          | 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                      |                          | Forward validated OPCR AND IPCR to the secretary for encoding of summary of rating  | ASDS, ASDS Secretary                                |
| 4                      |                          | 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                      |                          | Forward the approved OPCR of School Head to the Records Section   | SDS Secretary                                       |
| 7                      |                          | 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

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Republic of the Philippines  
Department of Education

Name of Ratee: \_\_\_\_\_  
School: \_\_\_\_\_  
Social Media Account (Facebook): \_\_\_\_\_  
Cellphone No.: \_\_\_\_\_

Position: \_\_\_\_\_  
District: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Performance Review and Evaluation Tool for School Heads OPCR, SY 2019-2020

| Col 1  | Col 2   | Col 3  | Col 4   | Col 5  | Col 6  | Col 7 |         |   |
|--|---|--|---|--|--|-------|---------|---|
| KRA  | OBJECTIVES  | PERFORMANCE INDICATORS   | MOV/DOCUMENTS   | ACTUAL ACCOMPLISHMENTS/ OUTPUTS  | Rating based on the OET of the PI's vis-a-vis actual accomplishments |       | REMARKS |   |
|  |   |  |   |  | Q  | E     | T       |   |
| 1. SCHOOL LEADERSHIP MANAGEMENT AND OPERATIONS | 1. Implemented the AIP 2019-2020                                    | <ul style="list-style-type: none"> <li>Percentage of PAPS implemented on or before March 16, 2020</li> </ul> | <ul style="list-style-type: none"> <li>Copy of AIP SY 219-2020</li> <li>List of PAPS implemented based on the AIP</li> <li>Accomplishment Reports</li> <li>Documentation/Pictures</li> </ul>      | <ul style="list-style-type: none"> <li>99% of the AIP PAPS were implemented</li> <li>100 % budget utilized</li> <li>implemented first week of March</li> </ul> | 3  | 5     | 5       | carried   |
|  | 2. Developed Strategic Plans (WFP, SIP, AIP, APP, DRRM plan, AILAMP | <ul style="list-style-type: none"> <li>Number of strategic plans developed and submitted</li> </ul>          | <ul style="list-style-type: none"> <li>Certification signed by SMME as to the development and submission of the ESIP, AIP, WFP, APP</li> <li>copy of the APPROVED AILAMP AND DRRM PLAN</li> </ul> | <ul style="list-style-type: none"> <li>5 strategic plans developed submitted September 2019</li> </ul>   | 4  | -     | 5       | not carried<br>5 strategic plans is equivalent to 4<br>carried 5 for timeliness |



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