



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
 JUL 30 2021
 DEPED-ABRA TIME 10:48

July 29, 2021

OFFICE MEMORANDUM
 NO. 248 s. 2021

MECHANICS OF THE 2021 MID-YEAR PERFORMANCE REVIEW OF THE SCHOOLS DIVISION OFFICE PERSONNEL

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 All other SDO Personnel

1. This Office announces the postponement of the Mid-year Performance Review, stipulated in Office Memorandum no. 034, s.2021, from July 29, 2021 to July 30, 2021. Cancellation of the original schedule was due to the issuance of Advisory No.02, s. 2021 of the PDRRMC - Suspension of Work and Summer Virtual Classes due to inclement weather on July 29, 2021.

2. Anent the said performance review, the following terms of reference are hereby reiterated:

PERSON IN-CHARGE	RESPONSIBILITY	OUTPUT
Eden T. Adriatico, SEPS - HRD	Coordinates and facilitates the conduct of the review	Performance Mid-year Review Implemented Completion Report of the review
Jaeriel R. Bersamina, SEPS - Planning and Research	Presents the 2021 Division OPCRF	OPCRF presented
Hedwig M. Belmes, CES - CID Lemuel B. Dickson, CES - SGOD Elmer V. Batondo, AO V- Budget and Finance Celia S. Bolante - Accountant III	Present their respective OPCRFs/IPCRFs and show the alignment of their Key Result Areas to the Division OPCRF	OPCRF/IPCRF presented



Address:
 Telephone No.:
 Website:
 E-mail:

Actividad-Economia St., Zone 2, Bangued, Abra
 (074)614-6918
<http://www.depedabra.com>
abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Janet B. Pascua – AO V- Administrative Services Gemma B. Cabutaje – AO IV-HRMO Merty B. Bargas – AO IV – Supply Officer		
Division Chiefs and Section/Unit Heads	Manage the performance review in their respective divisions/sections/units	Calibrated OPCRFs/IPCRFs Catch-up plans
	Ensures the alignment of their staff performance commitment to the Division/section/unit's deliverables	
	Provides guidance in the calibration of the staff IPCRFs and/or in the crafting of catch-up plans as necessary	
	Provides guidance/technical assistance and/or accomplish the SDOABRA-QF- SGOD-HRD-031 Certification of Compliance to RPMS Cycle II with the following attachments: <ul style="list-style-type: none"> - Minutes of the review - Properly accomplished performance monitoring and/or coaching plan/form - Adjusted/catch-up plans (as applicable) - Description of technical assistance provided (as applicable) 	Accomplished certification with attachments
Staff	Review and ensure alignment of their performance commitments to their respective division/section/unit's deliverables	Calibrated IPCRFs Catch-up plans
	Calibrate their performance commitments and/or develop catch-up plan/s as necessary	



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15



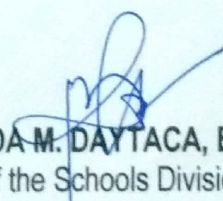
Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

PMT Secretariat Lourdes S. Centeno Florgale B. Panelo	Records and documents/takes minutes performance review proceedings	Minutes of the review
SDS Benilda M. Daytaca ASDS Soraya T. Faculo	Provides inputs on the performance review and commitments Consultants	

CATCH-UP PLAN TEMPLATE

KRA	Objective	PPAs	Hindering Factor (reason for delay of implementation)	Catch-up Plan	
				PPAs	Target Date of Implementation

- The duly accomplished certification and attachments shall be submitted on or before August 6, 2021 to the SGOD-HRD Section through the Records Section.
- For immediate dissemination and compliance.


BENILDA M. DAYTACA, EdD, CESO VI
 OIC – Office of the Schools Division Superintendent

SGOD/HRDS/ETA





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

PROGRAM FLOW

DATE/TIME	ACTIVITY/TOPIC	IN-CHARGE
July 30, 2021		
10:30 -10:40 am	Presentation of the 2021 OPCR	SEPS Jaeriel R. Bersamina
10:41 – 11:15 am	Presentation of OPCR/IPCRF of Division Chiefs/Section Heads	Concerned Personnel
11:16 am – 12:00 pm	Discussion/agreements Inputs from the SDS and ASDS	SDS Benida M. Dayaca ASDS Soraya T. Faculo
12:00 – 1:00 pm	LUNCH BREAK	
1:00 – 5:00 pm	Break Away Sessions Per Division/section Division OPCR, IPCRFs review and alignment	To be facilitated by the division chief/section heads
August 6, 2021	Submission of SDOABRA-QF- SGOD-HRD-031 Certification of Compliance to RPMS Cycle II with attachments	Division chief/section heads

Emcee/Facilitator: Eden T. Adriatico



Address:
Telephone No.:
Website:
E-mail:

Actividad-Economia St., Zone 2, Bangued, Abra
(074)614-6918
<http://www.depedabra.com>
abra@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
CRN 50500994 QM15