



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

**RELEASE**  
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June 30, 2021

DIVISION MEMORANDUM  
 NO. 219, s. 2021

**ADJUSTMENT AND IMPLEMENTATION OF AGREEMENTS IN THE OFFICE  
 PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL  
 PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)**

To: **All Division Units**  
**All others concerned**

1. Relative to the subject stated above, all division units and concerned personnel are hereby directed to review and adjust their performance objectives and targets and make necessary adjustments in their OPCR/IPCR to address needs during the pandemic and to adhere into the OPCR of the Schools Division Office of Abra.
2. The OPCR and IPCRF will be updated and harmonized based on the agreed adjustments during the conduct of the 2<sup>nd</sup> Quarter Performance Review and Coaching of Chiefs and Unit Heads. All Chiefs and Unit Heads are directed to facilitate their performance review considering the following:

Division/Areas	Adjustments
<b>CID</b>	<ul style="list-style-type: none"> <li>• Include 1 Alternative Delivery Mode for Kindergarten to Grade 3</li> <li>• 40 Learning Activity Sheets across all learning areas and quantity of quality assured learning resources</li> <li>• Number of Public schools that are in SBM Level 2 accreditation</li> <li>• Retention rate in the school under distance learning and proficiency level (towards proficient upward)</li> <li>• Separation of schools, permit, and recognition</li> <li>• Project, Program and Activity plan and implementation of IPED, SPED, and ALS</li> </ul>
<b>SGOD</b>	<ul style="list-style-type: none"> <li>• Conduct of a division wide research activity</li> <li>• Include PRIME HRM objective: Learning and Development and Quality Assurance from pre-delivery to evaluation</li> <li>• In KRA 5, number of fb page users</li> <li>• Youth formation, NDEP, school health, HRMD – plan vis-à-vis accomplishments</li> <li>• Inspection report of clinics</li> <li>• Revision of the Strategic Management Operation objectives emphasizing the implementation of the plans</li> <li>• In SBM, indicate how many schools are monitored, supervised, and provided with TA based on DMEA, accomplishment of the quarterly TA</li> </ul>

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	<ul style="list-style-type: none"> <li>Submission of the 2021 Division Annual Implementation Plan (DAIP) and include its review and lead in the adjustment of 2021-2022 BE-LCOP</li> <li>Submit report on the quarterly DMEA report and BAR I <del>to be submitted</del></li> <li>In partnership, indicate the number of accepted donations and identify the status report of MOA with partners (Form 5, BE form)</li> <li>Coaching activities focusing more on the SEPS, <del>EDS II, PDG KRAs</del></li> </ul>
<b>ICT</b>	<ul style="list-style-type: none"> <li>Quantify the outputs through indicating the number of uploaded memos on the website and the number of developed and managed in the e-admin services</li> <li>Make the objectives specific</li> <li>Submission of the PSF proposal</li> <li>Include DCP recipients, utilization report on how many laptops is used by the learners and teachers and status if these are used in distance learning</li> <li>Include procurement tracking</li> </ul>
<b>Accounting</b>	<ul style="list-style-type: none"> <li>Drafting of memorandum on the monthly submission of Magna Carta on hazard, subsistence allowance on the 5<sup>th</sup> day of the following month for nurses in the field</li> <li>Include in the IPCR, the completeness of documents for disbursements prior to the payment</li> <li>For the NCA of continuing funds, resubmit request to DBM in July (electrification and repairs of schools)</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>In budget preparation, refine the objectives in the report and include timeliness</li> <li>Program owners should submit AR, generated PMIS and inform action taken to SMME</li> </ul>
<b>Administrative Services</b>	<ul style="list-style-type: none"> <li>Refinement of the objectives into supervision in the different KRAs</li> <li>Include waste material inventory to be included in the objectives for supply</li> <li>Conduct coaching sessions with ratees</li> <li>Include report on the implementation of reclassification and appointment</li> <li>Include updated PPEI of SDO and Schools</li> <li>Collaboration of accounting and supply section on Inventory Report</li> <li>Coding of documents on Records Management</li> <li>Establishment of online submission of Authority to Travel and Form 6</li> </ul>



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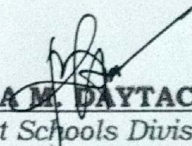




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	<ul style="list-style-type: none"><li>• In the monitoring of General Services, use frequency descriptions on the quality of service</li><li>• Improvement in APCPI and bulk procurement</li></ul>
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3. The updated OPCR and IPCRF shall be submitted on or before July 5, 2021.
4. Monitoring of accomplishments based on the submitted OPCR will also be implemented to determine if the target outputs, deliverables, and schedules are met.
5. For information, guidance, and strict compliance of all concerned.

  
**BENILDA M. DAYTACA, EDD., CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

STF/jap/DM- Adjustment and Implementation of the OPCR and IPCR.....

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