



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

Office of the Schools Division Superintendent

August 5, 2021

DIVISION MEMORANDUM
 No. 256 s.2021

GUIDELINES ON THE CONDUCT OF YEAR-END REVIEW OF SCHOOL HEADS OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND TEACHING AND NON-TEACHING SCHOOL-BASED PERSONNEL INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

To: Division Performance Management Team
 Chief Education Supervisors and Subordinates
 Public Elementary and Secondary School Heads

1. Pursuant to DO No. 2, s. 2015 – Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education and as per agreement of the Division Performance Committee, this Office announces the following contextualized procedures on the conduct of SY 2020-2021 year-end review of school heads OPCRF and Master Teacher / Department Head Teacher IPCRF:

a. **TIMELINE:**

ACTIVITY	DATE
Submission of the OPCRF / IPCRF and MOVs	
- School Heads	August 6, 9 and 10 , 2021
- Department Head Teacher	August 6 – 16, 2021
- Master Teacher	August 6 – 16, 2021
Review / evaluation by the PMT and other program focal persons	
- School Head OPCRF	August 11-13 , 2021
- Department Head Teachers	August 16, 2021 onwards
- Master Teacher	

b. **OTHER IMPORTANT REMINDERS:**

b.1. As stipulated in DO 2, series 2015, item 45, "The AVERAGE RATING of individual staff members should NOT go higher than the collective performance assessment of the office, that is, the teachers and other school personnel can HAVE higher ratings than the school head, but the AVERAGE RATING of all the school personnel should NOT BE higher than the rating of the school head/OPCRF.

b.2. The focal persons of the different programs with action plans WILL NO LONGER issue a certification on the compliance or accomplishments. A system of evaluation and rating of the accomplishments has been set by the Division PMT. Further, they need not sign Accomplishment Reports and Action plans of School heads unless approval of the same is required by the management as specified in issuances. To reiterate, Action Plans for approval and Accomplishment Report of teachers shall be signed and noted by their school heads as part of his or her school leadership.



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b.3 For KRA 4 – On Resource Management, the Accounting Unit have a master list of schools and school heads as to their performance on financial management and Physical Plant Equipment management.

- The Accountant need not issue a certification because their updated master list through the school / cluster / district Bookkeepers have a record about timeliness and updated liquidation and Subsidiary Ledger.
- The Supply Officer need not issue a Certification of Updated PPE Inventory. She will have to refer to her Master List of submission and timeline of compliance

b.4 For KRA 1, on Research and Innovation, take note of the following changes in the indicators:

Research (all research emanating from the school regardless of who is the proponent)

Indicators	MOV
Submission	<ul style="list-style-type: none"> • Copy of research proposal
Approval	<ul style="list-style-type: none"> • Copy of the certificate of approval signed by the SDS • Copy of the evaluation sheets signed by the evaluators signed by the authorized Division Research Review Evaluation Committee members
Implementation	<ul style="list-style-type: none"> • Copy of coaching form indicating the TA provided by the School Head or Division Personnel during the implementation of the study • Copy of the cost estimate of the proposal/financial report signed by the school head and the researcher • Copy of the final report noted by the ASDS • Copy of the certificate of completion
Dissemination	<ul style="list-style-type: none"> • Copy of the LAC Session Plans/Learning Proposals approved in the school or by the PSDS for School heads stating the dissemination of research results • Copy of the completion reports of the LAC / INSET conducted noted by the School Head or the PSDS

- 5 – 1 or more submitted, approved, implemented, disseminated
- 4 – 1 or more submitted, approved and implemented
- 3 – 1 or more submitted, approved but not implemented
- 2 – 1 or more research proposal submitted for approval
- 1 – 1 or more research proposal still being drafted

Innovation (all innovations emanating from the school regardless of the proponent)

Indicators	MOV
Submission	<ul style="list-style-type: none"> • Copy of innovation
Approval	<ul style="list-style-type: none"> • Copy of the certification (signed by the SDS) • Copy of the evaluation sheets (signed by the evaluators)
Monitoring and Evaluation (Gain/benefits)	<ul style="list-style-type: none"> • Copy of the Monitoring findings accomplished by the SH, CID or SGOD authorized to monitor the conduct of the innovation
Advocacy	<ul style="list-style-type: none"> • Online platforms / benchmarking evidences by other school personnel



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- 5 – 1 or more submitted, approved, implemented, monitored, and advocated
- 4 – 1 or more submitted, approved, implemented, and monitored
- 3 – 1 or more submitted, approved, and implemented
- 2 – 1 or more submitted and approved
- 1 – 1 or more submitted

3. The Means of Verification (MOVs) shall be arranged per Key Result Area. Digital MOVs are encouraged and shall be emailed through the email of the PMT secretariat – HRD SEPS / EPSII.

4. Immediate and widest dissemination and compliance is hereby directed.

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OIC to the Office of the Schools Division Superintendent

SGOD/HRDS/ETA



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