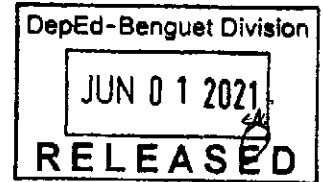




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



May 28, 2021

DIVISION MEMORANDUM

No. 192 s. 2021

TO: All Public Schools District supervisors/ District Coordinating Principals
All Public Elementary and Secondary School Heads
All Others Concerned

ENHANCED OPCRF SY 2020 - 2021 FOR ALL SCHOOL HEADS

1. Relative to the submission of OPCRF for School Heads, the Performance Management Team (PMT) at the Schools Division Office in collaboration with the Public Schools District Supervisors and with school head representatives per district and per level, prepared a contextualized OPCRF to be used for School Year 2020 – 2021 (July 2020 -June 2021) which will be submitted on or before July 30, 2021.
2. See attached OPCRF for School Heads.
3. Immediate dissemination to all concerned is requested.


GLORIA B. BUYA-AO
Schools Division Superintendent



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OFFICE PERFORMANCE AND COMMITMENT REVIEW (OPCR) for SCHOOL HEADS

Name of Employee: _____
 Position: _____
 Review Period: SY 2020-2021

Name of Rater: Samuel T. Egsaen Jr., EdD
 Position: OIC-Assistant Schools Division Superintendent
 Date of Review: _____

TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION		
KRA	OBJECTIVES	TIME LINE	Weight Per KRA	Performance Indicators	Actual Accomplishment <i>(Suggested/ Possible MOVs)</i>	Rating	Score
A. Instructional Leaders hip (35%)	1. Learner achievement and other Performance indicators Accounted	October to June 2021	2%	<i>(Get the average of the ratings in the 2 indicators for Elementary)</i> PROFICIENCY LEVEL First Indicator 5- 90% & above of the learners obtained General Weighted Average of 85 4- 85%-89% of the learners obtained General Weighted Average of 85 3- 75%-84% of the learners obtained General Weighted Average of 85 2- 70%-74% of the learners obtained General Weighted Average of 85 1-69% and below of the learners obtained General Weighted Average of 85 Second Indicator <i>(All Kindergarten completers have achieved readiness for entry to Grade 1)</i> 5- 100% of the K entrants are ready based from the assessment given 4- 98-99% of the K entrants are ready 3- 95-97% of the K entrants are ready 2- 93-94% of the K entrants are ready 1- 91-92% of the K entrants are ready	<i>SF 6 Reviewed and validated by the PSDS, certified correct by the CID Chief</i> <i>ECCD post test/ assessment school result reviewed and validated by the Kindergarten Focal Person, certified correct by the CID chief</i>		
	1.1 Achievement Rate						
	1.2 Achieved zero failure rate	October to June 2021	2%	5- 0% failure rate 4- 1%-1.5% failure rate 3- .51%-1% failure rate 2- 1.01%-1.5% failure rate 1- 1.51% and above failure rate	<i>Performance Indicators certified correct by the research and planning section</i>		

	1.3 Achieved zero drop-out rate	October to June 2021	2%	5- 0% dropout rate 4- .01%-2.99% dropout rate 3- 3%-3.99% dropout rate 2- 4%-5.99% dropout rate 1- 6% and above dropout rate	<i>Performance Indicators certified correct by the research and planning section</i>		
	1.4 Achieved 100% Graduation Rate	October to June	2%	5- 100% graduation rate 4- 95%-99% graduation rate 3- 90%-94% graduation rate 2- 85%-89% graduation rate 1- 80%-84% graduation rate	<i>Performance Indicators certified correct by the research and planning section</i>		
	1.5 Achieved 100% promotion rate	October to June	2%	5- 100% promotion rate 4- 95%-99% promotion rate 3- 90%-94% promotion rate 2- 85%-89% promotion rate 1- 80%-84% promotion rate	<i>Performance Indicators certified correct by the research and planning section</i>		
	2. Initiated the development of IMs, monitored & evaluated the developed/ contextualized IMs	June to June	5%	LEARNING RESOURCE MANAGEMENT 5- All of the teaching personnel prepared at least 5 quality assured LRs 4- 91-95% of the teaching personnel prepared at least 5 quality assured LRs 3- 86-90% of the teaching personnel prepared at least 5 quality assured LRs 2- 81-85% of the teaching personnel prepared at least 5 quality assured LRs 1- NO LR passed quality assurance.	<i>Summary List of LRs developed and quality assured within the rating period verified by the PSPS or LR supervisor (for Division Level QA LRs)</i>		
	3.. Performed appropriate instructional supervision in the different modalities of learning/ teaching to achieve learning outcomes and performance standards.	October to June	20%	5- All teachers were observed at least 4X, monitored and evaluated during the School Year 4- All teachers were observed at least 3X, monitored and evaluated during the School Year 3- All teachers were observed at least 2X, monitored and evaluated during the School Year 2- 91 – 99% of the teachers were observed 2X, monitored and evaluated during the school year 1- Below 91 % of the teachers were observed 2X, monitored and evaluated during the School Year	1. <i>Monthly Supervisory Plan</i> 2. <i>Observation notes</i> 3. <i>Monitoring Toal</i> 4. <i>Summary of Observations dane per teacher</i>		
B. Learning Environment (8%)	1. Provided safe and child friendly learning and school environment for students/learners	October to June	2%	5- The school garnered a score of 35 and above in the validated CFSS 4- The school garnered a score of 30-34 in the validated CFSS 3- The school garnered a score of 25-29 in the validated CFSS 2- The school garnered a score of 21-24 in the validated CFSS 1-The school garnered a score of 20 and below in the validated CFSS survey	<i>CFSS reviewed and validated by the SMME, certified correct by the SGOD chief</i>		

	2. Managed properly the implementation of health programs and nutrition services	October to June	2%	Implemented the following: (1) Gulayan sa Paaralan, (2) School-based Feeding, (3) National Drug Education Program, (4) Adolescent Reproductive Health Education, (5) Mental Health and Psychosocial Support Services, (6) COVID Responses: Triage, Hand Washing, sanitizing with Logbook, (7) Functional Clinic 5- Implemented all of the above Health PPAs 4- Implemented at least 6 3- Implemented 5 2- Implemented 4 1- Implemented 3	<i>Accomplishment Report with captioned pictures per activity implemented</i>		
			2%	5- The school garnered 3 STARS based on WINS monitoring 4- The school garnered 2 STARS based on WINS monitoring 3- The school garnered 1 STAR based on WINS monitoring 1-NO STAR garnered	<i>WINS checklist validated by the Health and Nutrition Section certified correct by the SGOD chief</i>		
C. Human Resource Management and Development (20%)	1. Provided technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.	July to June	2%	LAC Sessions 5-Conducted 8 LAC sessions in a year 4- Conducted 6-7 LAC sessions in a year 3- Conducted 4-5 LAC sessions in a year 2- Conducted 2-3 LAC sessions in a year 1- Conducted 1 LAC session in a year	<i>Summary report of conducted SLACs certified by the HRD</i>		
		July to June	2%	Trainings 5-Conducted 4 trainings within the school year 4- Conducted 3 trainings within the school year 3- Conducted 2 trainings within the school year 2- Conducted 1 trainings within the school year 1- No training conducted	<i>Summary report of conducted Trainings certified by the HRD</i>		
		Sept. to July	5%	Performance Management 5-Conducted the 4 phases of the RPMS with ALL the following documentations: <ul style="list-style-type: none"> ▪ IPCRF ▪ IPDP ▪ Coaching Forms ▪ Documentation of the evaluation phase of the RPMS ▪ Documentation of the awarding phase of the RPMS 	<ul style="list-style-type: none"> ○ 100% uploading of Teachers' IPCRF certified by the HRD ○ Summary of IPDP of teachers ○ Summary report on the conduct of the 4 phases of the RPMS 		

				<p>4- Conducted the 4 phases of the RPMS with the presence of 4 of the above listed documentations</p> <p>3- Conducted the 4 phases of the RPMS with the presence of 3 of the above listed documentations</p> <p>2- Conducted the 4 phases of the RPMS with the presence of 2 of the above listed documentations</p> <p>1- Conducted the 4 phases of the RPMS with the presence of 1 of the above listed documentations or NO documentation available</p>	<i>Cycle with documentation</i>		
	2. Rewarded and recognized learners, school personnel and other stakeholders for exemplary performance and/ support.	Aug. to July	5%	<ul style="list-style-type: none"> ▪ Organized school PRAISE committee ▪ Conducted school level search for best performing personnel ▪ Recommended school personnel for district/ division level search and other searches ▪ Recognized school stakeholders for support ▪ Participated in the district level search for best performing school head ▪ Participated in the division level search or other searches for best performing school head <p>5- Observance of ALL the above-listed indicators</p> <p>4- Observance of 5 of the above-listed indicators</p> <p>3- Observance of 4 of the above-listed indicators</p> <p>2- Observance of 3 of the above-listed indicators</p> <p>1- Observance of 2 of the above-listed indicators or NO indicator implemented</p>	<ul style="list-style-type: none"> ○ <i>Certificates of Recognition</i> ○ <i>Certificates of Participation</i> ○ <i>List of Awards given and the recipients.</i> ○ <i>School Memo, re School PRAISE Committee</i> 		
	3. Facilitated the processing of teachers' welfare and benefits	Aug. to July	5%	<p>Human Resource Management Indicators</p> <ul style="list-style-type: none"> ▪ Timely Updating of plantilla ▪ Processed NOSI/NOSA ▪ Updated service record of all personnel ▪ Worked out for the promotion of personnel through ERF, etc. ▪ Timely working out for the payment of benefits of personnel (e.g. maternity, differential, hardship allowance, etc) <p>5-Complied to 5 indicators</p> <p>4- Complied to 4 indicators</p> <p>3- Complied to 3 indicators</p> <p>2- Complied to 2 indicators</p> <p>1- Complied to 1 indicator</p>	<p><i>Certification by the Admin</i></p> <ul style="list-style-type: none"> ○ <i>updated plantilla</i> ○ <i>processed NOSI & NOSA</i> ○ <i>updated service records</i> ○ <i>100% of teachers benefits facilitated</i> 		

D. Parents Involvement and Community Partnership (10%)	Initiated partnership with the community, such as parents, alumni, authorities, industries, to strengthen support for learner development, as well as school and community improvement.	August to July	5%	Community Engagement (RESOURCE MOBILIZATION) 5-5 MOA forged with partners/ Established partnership with 6 individuals or groups resulting to at least 6 deeds of donations 4-4 MOA forged with partners/ Established partnership with 5 individuals or groups resulting to at least 5 deeds of donations 3-3 MOA forged with partners/ Established partnership with 4 individuals or groups resulting to at least 4 deeds of donations 2-2 MOA forged with partners/ Established partnership with 3 individuals or groups resulting to at least 4 deeds of donations 1-1 NO MOA forged with partners/ Established partnership with 2 individuals/ groups resulting to at least 4 deeds of donations	<i>Copies of MOAs/MOU duly signed by all concerned or Deed of donations from different individuals or groups.</i>		
		August to July	5%	PARENTS INVOLVEMENT Indicators <ul style="list-style-type: none"> ▪ Functional PTA organized ▪ Conducted at least 1 PTA meeting per quarter ▪ PTA put up at least 1 project that benefitted the school ▪ There is an existing faculty, students, and parents' agreement that outlines key expectations of students, parents, and teachers 5- Complied with 4 indicators 4- Complied with 3 indicators 3- Complied with 2 indicators 2- Complied with 1 indicator 1- NO indicator complied	<i>Quarterly Minutes of meetings with attendance sheet and photo documentation</i> <i>Terminal report of PTA project</i>		
E. School Leadership and Management Operation (27.5%)	1. Performed school leadership, management and operations functions 1.1 Strengthened SBM Practices by upgrading Levels of practice	August to July	5%	School-Based Management 5- Attained and sustained level 3 of SBM practice. 4- Attained and sustained level 2 of SBM practice. 3- Attained Level 2 but did not sustain or school was recommended by SDO to the R.O for Level 2 validation 2- SBM level 1 attained (Certified by PSDS/ CP or SDO Validation Team) 1- SBM Documentation, NOT fixed.	1. <i>Certification of SBM level of practice.</i> 2. <i>Certification of sustained SBM Level</i> 3. <i>SDO Assessment and recommendation for RO validation</i>		

1.2 Managed finances adhering to policies, guidelines and issuances in allocation, procurement, disbursement and liquidation aligned with the school plan.	August to July	5%	<p>(Get the average of the ratings in the 2 indicators) MOOE and Other Support Funds Utilization & Liquidation 5-96%-100% utilized and liquidated 4-91%-95% utilized and liquidated 3-86%-90% utilized and liquidated 2-81%-85% utilized and liquidated 1-80% and utilized and liquidated Timeliness 5- All Liquidation Reports (LRs) submitted 2 or more days before due dates 4- All LR submitted 1 day before due dates 3-All LR submitted on due dates 2-All or some LR were submitted 1 day after due dates 1-All or some LR were submitted 2 days after due dates</p>	1. Certification of percentage of MOOE liquidation by the Accounting Office 2. Quarterly updated Transparency Board		
	August to July	2.5%	Adherence to Procurement Policies 5- No infringement noted on procurement policies and other existing guidelines in all the Liquidation Reports (LR) submitted 4- Noted 1-2 infringements on procurement policies and other existing guidelines in all the LR submitted 3- Noted 3-4 infringements on procurement policies and other existing guidelines in all the LR submitted 2- Noted 5-6 infringements on procurement policies and other existing guidelines in all the LR submitted 1- Noted more than 7 infringements on procurement policies and other existing guidelines in all the LR submitted	Certification from the Finance Office		
1.3 Ensured continuity of learning and school operations amid the pandemic prioritizing the health and safety of school personnel and learners	Aug. to July	5%	AIP/ LCOP Implementation 5-96%-100% PPA fully implemented 4-91%-95% PPA fully im plemented 3-86%-90% PPA implemented 2-81%-85% PPA implemented 1-80% and below PPA implemented	AIP/ LCOP Accomplishment report reviewed and certified by the PSDS/ CP		
1.4 Managed School Facilities and equipment in adherence to policies, guidelines, recording,	August to July	2.5%	MANAGEMENT OF SCHOOL FACILITIES Complied with the following: a. Maintained an updated school inventory. b. Submitted updated school inventory to the SDO Supply office.	1. Certification from the school head on activities, re: repair and maintenance of		

	utilization, repair and maintenance, storage and disposal.			<ul style="list-style-type: none"> c. Repaired/ maintained school facilities and other ancillary facilities (Toilets, MRFs, Library, etc.) d. Repaired/ maintained school equipment, vehicles, photocopiers, etc. e. Disposed properly all unserviceable equipment. f. Followed protocols on condemnation. g. School Equipment are properly stored. <p>5- Implemented all of the above requirements. 4- Implemented 6 of the above requirements. 3-Implemented 5 of the above 2-Implemented 4 of the above 1-Implemented 3 of the above.</p>	<p><i>school facilities and equipment.</i></p> <p>2. <i>Pictures of all facilities and equipment</i></p> <p>3. <i>Compliance Certificate from the supply Officer on items: a, b, e, f and g</i></p>		
	1.5. Managed school data and information using technology, including ICT, to ensure effective school operations.	August to July	5%	<p><i>(Get the average of the ratings in the 2 indicators)</i></p> <p>Quality</p> <p>5-All data: BEIS, LIS, early enrolment, NSBI, etc. are Correct, Complete & Consistent (CCC)</p> <p>4- All data: BEIS, LIS, early enrolment, NSBI, etc. are CCC except for 2 errors noted</p> <p>3- All data: BEIS, LIS, early enrolment, NSBI, etc. are CCC except for 3-4 errors noted.</p> <p>2- All data: BEIS, LIS, early enrolment, NSBI, etc. are CCC except for 5-6 errors noted.</p> <p>1-All data: BEIS, LIS, early enrolment, NSBI, etc. are CCC except for more 7 or more errors noted.</p> <p>Timeliness</p> <p>5-EBEI, LIS, Early enrolment, NSBI, etc. were completed/ uploaded 1 week before deadline</p> <p>4- EBEI, LIS, Early enrolment, NSBI were completed/ uploaded 2 days before deadline</p> <p>3- EBEI, LIS, Early enrolment, NSBI were completed/ uploaded on due date/s</p> <p>2- EBEI, LIS, Early enrolment, NSBI were completed/ uploaded one day due date/s</p> <p>1- EBEI, LIS, Early enrolment< NSBI were completed/ uploaded 2 days after due date/s</p>	<p><i>Certification by the Planning Office</i></p>		

	2. Collaborated with school personnel in the conduct of research/ innovation.	August to July	5%	RESEARCH <i>(Note: All MTs in the schools should have implemented and completed at least 1 research to have a score of 5 or 4)</i> 5-20% of the school (+ cluster school/s) personnel had approved and implemented research/ innovation proposals within the rating period 4 -15% of the school (+ cluster school/s) personnel with approved and implemented research/ innovation proposals within the rating period 3-10% of the school (+ cluster school/s) personnel with approved and implemented research/ innovation proposals within the rating period 2-10% of the school (+ cluster school/s) personnel submitted research/ innovation proposals within the rating period	List of approved and implemented researches validated by the Planning and Research		
			100%	TOTAL			
						FINAL RATING (to be filled by the rater)	
						Description	

Signature Over School Head's Name
Ratee

PMT Members					
LUCIO B. ALAWAS CES, SGOD	RIZALYN A. GUZNIAN EdD CES, CID	GLENN N. DUGUIS AO V	MERLYN CONCHITA O. DE GUZMAN EPS – SST	JEANNETTE I. KIONG Planning Officer III	
FLORINDA C. PAGOY Accountant III	FLORABEL E. BUCLAY AO V-Budget Officer	MARCELINO S. BALDO BPSTEA President	WILBERT H. CUIDNO NAPSSHI President	JOHNSON B. LEGASPI PESPA President	FRANCISCO BAGULO NEU Representative

SAMUEL T. EGSAEN JR. EdD
OIC-Office of the Asst. Schools Division Superintendent
RATER

APPROVED:
GLORIA B. BUYA-AO
Schools Division Superintendent