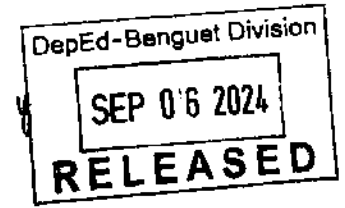




Republic of the Philippines
Department of Education
 Schools Division of Benguet



02 September 2024

DIVISION MEMORANDUM

No. 312, s. 2024

CONDUCT OF Schools' OPCR REVIEW FOR SY 2023 - 2024

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Public Schools District Supervisors & Public Schools District In-Charge
 Schools Heads of Elementary and Secondary Schools
 ALL Performance Management Team Members
 ALL Others Concerned

- Pursuant to DepEd Order No. 2 series of 2015, **RE: GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)** in the Department of Education, this Office shall conduct a face-to-face Performance Management Review through the presentation of the SY 2023 - 2024 Office Performance Commitment and Review (OPCR) accomplishments of School Heads on **September 16-20, 2024**, at the respective District Offices.
- This activity aims to assess personnel accomplishments through a preview of the Office Performance and Commitment for School Year 2023 to 2024.
- Participants to this activity are the Division Performance Management Team Members, EPS in-charge of the Districts, Public Schools District Supervisors or Public Schools District In-Charge, and Public Elementary and Secondary School Heads.
- Team Composition, Districts to be visited, and Schedules relative to the Performance Review are specified as:

Team Composition	Districts to be visited
Team 1 Samuel T. Egsaen Jr. Jeanette I. Kiong Ide A. Liwanen Daniel Peredo Mahal M. Rifani PSDS/ PSDI, EPS	Bokod Buguias Kabayan La Trinidad Tublay



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





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Team 2 Lucio B. Alawas Maricel S. Codimdim Marylin Tolbe Florinda C. Pagoy Charmaine Nonog PSDS/PSDI, EPS	Atok Itogon I Itogon II Kapangan Tuba
Team 3 Rizalyn A. Guznian Merlyn Conchita o. De Guzman Johnson Legaspi Francis Peckley Nadia G. Ossic PSDS/ PSDI, EPS	Bakun Kibungan Mankayan Sablan

5. Performance Review shall follow the following mechanism across all Districts:
 - a. Orientation on Review Process (Division PMT may sub-divide team to be able to cater to all personnel within the given schedule)
 - b. Conduct of Review of OPCR of School Heads with attached MOVs of Accomplishments
 - c. Division PMT to validate self-rating, give remarks and finalize rating
 - d. Division PMT meeting with EPS in-charge and District in-charge for agreements and ways forward

6. There is no need to prepare slide decks for the presentation of OPCR and accomplishments. Neatly compiled and organized documents shall be required.

7. There shall be no opening nor closing programs to facilitate time for the main activity. Giving of tokens to Division PMT is also highly discouraged. Depending on the availability of Division vehicles, District heads are requested to coordinate with the assigned team in their districts as regards transportation arrangements.


8. District Heads shall ensure that the expected School Heads are present during the scheduled performance review. In cases where School Heads shall be attending authorized training activities, any teacher from the school may present the OPCR and attached accomplishments on behalf of the school.

9. Meals, transportation, and incidental expenses of school personnel shall be charged against their school MOOE or any available local funds subject to existing budgeting, accounting, and auditing rules and regulations



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10. Immediate dissemination of and strict compliance with this Memorandum is directed.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

OSDS/PMT/SLBU/stejr/lba/rabb



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