



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON



MEMORANDUM

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors/ Division Coordinator
Public Schools District Supervisor/ OIC-PSDSs
Elementary and Secondary School Heads

FROM: **WILLIAM E. GANDO, CESO VI**
Schools Division Superintendent

SUBJECT: EVALUATION AND VALIDATION OF OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) FOR SY. 2022-2023

DATE: September 25, 2023

1. Pursuant to DepEd Order No. 2 s.2015 re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, and DepEd Order No. 24 s.2020 National Adoption and Implementation of the Philippine Professional Standards for School Head, this Office shall conduct the evaluation and validation of Office Performance Commitment and Review Form (OPCRF) for SY-2022-2023 of the elementary and secondary school heads by municipality as indicated in the schedule below.
2. School Heads shall bring their documents/ Means of Verification per KRA/ indicator and the complete parts of OPCRf on the specified date and venue.
3. Public Schools District Supervisors/ OIC-PSDs per municipality together with the ASDS shall serve as the panel of validators per domain/ KRA. They shall make use of the provided evaluation form, during the scheduled evaluation of the OPCRf to review and validate the means of verification/ documents to be presented by the school head.
4. An orientation for the Public Schools District Supervisors/ OIC-PSDs shall be conducted on **October 18, 2023**, at 9:00 AM, at the Bulwagan ng Karunungan to identify appropriate main and supporting means of verification per objective.



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4. The agreement and signing of the OPCRF between the ratee and rater shall be done in the venue. Signed OPCRF of the school heads shall be brought to the Division Office for the approval of the Schools Division Superintendent on the same date.

5. Schedule of OPCRF evaluation and validation per municipality.

Date	Municipality	Venue
1. October 24, 2023	Donsol	Donsol East CS
2. October 25, 2023	Pilar	Pilar 1 Central School
3. October 26, 2023	Castilla	Cumadcad Central School
4. October 27, 2023	Magallanes	Magallanes NHS
5. October 30, 2023	Casiguran	Casiguran CS
6. November 3, 2023	Juban	Juban NHS
7. November 6, 2023	Irosin	Gallanosa NHS
8. November 7, 2023	Gubat	Gubat South CS
9. November 9, 2023	Bulan	Bulan NHS
10. November 10, 2023	Matnog	Matnog NHS
11. November 14, 2023	Bulusan	Bulusan NHS
12. November 15, 2023	Barcelona	Barcelona NCHS
13. November 16, 2023	Sta. Magdalena	Sta. Magdalena NHS
14. November 17, 2023	Pto. Diaz	Pto. Diaz CS

6. Travel, foods and other incidental expenses relevant to this activity shall be charged against local funds/ school or Division MOOE subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and compliance of this Memorandum are earnestly desired.



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