



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 25, 2020

**OFFICE MEMORANDUM**

No. **501**, s. 2020

To: Performance Management Team (PMT)  
Regional Office Division Chiefs  
Regional Office VIII Employees  
All Others Concerned

**2020 YEAR-END PERFORMANCE REVIEW AND EVALUATION**

1. In compliance with the core processes in the establishment and implementation of Results-based Performance Management System (RPMS) in the Region, this Office, through the Performance Management Team (PMT), will conduct the **2020 Year-End Performance Review and Evaluation of Accomplished Office Performance Commitment and Review Forms (OPCRFs)** on December 18, 2020 at the RELC-NEAP, NEAP-VIII Training Hall, and Main Lobby, DepEd RO8 Complex, Government Center, Candahug, Palo, Leyte.
2. The objectives of this activity are as follows:
  - a. Present the Accomplished OPCR (with ratings) of each Regional Division Office;
  - b. Review and evaluate OPCR in terms of accomplishment of targets, issues encountered, and Means of Verifications (MOVs) per Key Result Area (KRA);
  - c. Forge commitments for improvement of performance in the next cycle of performance evaluation; and
  - d. Other matters.
3. Relative to this, each Regional Division Office shall ensure that the following activities are conducted prior to the above scheduled activity:
  - a. Conduct a Pre-Performance Review and Evaluation of its 2020 OPCR and IPCRs of each individual employee at their level;
  - b. Come up with final ratings of performance;
  - c. Prepare Means of Verifications (MOVs) per rating obtained per indicator per Key Result Area; and
  - d. Submit the accomplished OPCR and IPCRs with MOVs for final review and evaluation by the PMT.
4. The participants to this activity are the following:



Regional Division	No. of Pax
ORD	17
OARD	3
Administrative Division (AD)	57
Finance Division (FD)	17
Field Technical Assistance Division (FTAD)	5
Human Resource Management Division (HRDD)	16
Policy, Planning, and Research Division (PPRD)	7
Quality Assurance Division (QAD)	9
Curriculum, Learning, and Management Division (CLMD)	21
Education Support Services Division (ESSD)	14
PMT External Representatives	2
<b>Total</b>	<b>168</b>


5. The participants are reminded to observe the usual safety protocols such as wearing of facemasks, maintaining social distancing, and frequent handwashing or using of alcohol while attending this activity. PMT representatives for Schools Division Offices (SDS Pedro T. Escobarte, Jr.) and Civil Society Group (Ms. Jeanette P. Camenforte) may participate via Google Meet.

6. The Regional Functional Division Chiefs shall present within 15 minutes their respective OPCR based on the following schedule:

Time	Regional Division	Presenter/Facilitator
9:30 – 9:45	Administrative Division	Ms. Mercedes D. Sarmiento
9:50 – 10:05	Finance Division	Ms. Alma P. Suyom
10:10 – 10:20	Quality Assurance Division	Dr. Rita R. Dimakiling
10:25 – 10:35	Field Technical Assistance Division	Dr. Alejandrino L. Yman
10:40 – 10:55	Curriculum and Learning Management Division	Dr. Rosemarie L. Guino
11:00 – 11:15	Human Resource Management Division	Dr. Harvie D. Villamor
11:20 – 11:35	Policy, Planning, and Research Division	Dr. Isidro C. Catubig
11:40 – 11:55	Education Support Services Division	Mr. Cesar P. Verunque
<b>Lunch Break</b>		
1:00 – 5:00	Review of Ratings, Evaluation and Checking of MOVs, and Giving of Feedbacks	Mr. Arnulfo M. Balane

7. All expenses incurred relative to the conduct of this activity shall be charged against Regional Office VIII fund subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

PMT-ICC

