



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

July 12, 2021

OFFICE MEMORANDUM

No. - 000216, 2021

**MID-YEAR PERFORMANCE REVIEW AND EVALUATION OF OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORMS (OPCRFs) AND INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW FORMS (IPCRFs)**

To: Regional Office Division Chiefs
PMT Members
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall conduct a Mid-Year Performance Review and Evaluation of Office Performance Commitment and Review Forms (OPCRFs) and Individual Performance Commitment and Review Forms (IPCRFs) on July 19, 2021 at NEAP Training Hall 1, NEAP 8, Government Center, Candahug, Palo, Leyte.

2. The activity aims to:

- review and evaluate OPCRFs and IPCRFs in terms of accomplishment of targets and issues encountered, and Means of Verifications (MoVs) per Key Result Area (KRA);
- clarify issues and concerns relative to procedures on OPCR and IPCR; and
- others.

3. The participants to this activity are listed below:

Office/Participants	No. of Participant
Members of the Performance Management Team (PMT)	9
Regional Office Functional Division Chiefs	5
PPRD Staff	6
Total	20

4. Since the Office is still following the Skeletal Work Arrangement on the said schedule, the participants who are scheduled to report to the Office shall attend the activity physically on the said scheduled dates and venue while those who are on a Work-from-home arrangement may join the activity via Google Meet. Participants are required to bring/prepare laptops and copies of 2021 OPCRFs and IPCRFs of the division's personnel. Attached is the Activity Matrix, for reference.



5. Participants are reminded to observe the usual safety protocols such as wearing of the facemask and face shield, maintaining social distancing, and frequent handwashing or using of alcohol while attending this activity.
6. The expenses for food (lunch and a.m. and p.m. snacks), venue rental, and other incidental expenses shall be charged against PPRD Training Fund, subject to the existing accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


for **MA. GEMMA MERCADO LEDESMA**
Regional Director ✕

PPRD-TCPJ



Enclosure to RM 316, s. 2021

MID-YEAR PERFORMANCE REVIEW AND EVALUATION OF OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORMS (OPCRFs) AND INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW FORMS (IPCRFs)

ACTIVITY MATRIX

Time	Activity	Person In-charge/Facilitator
09:00 a.m.	Opening Activities - Preliminaries - Acknowledgment of Participants and Statement of Purpose - Message	Dr. Bebiano I. Sentillas, CESO V <i>PMT Chair</i> Dr. Ma. Gemma Mercado Ledesma
10:00 a.m.	Review of DepEd Order No. 2, s. 2015 and Issues and Concerns Relative to the Procedures on OPCR and IPCR	Dr. Isidro C. Catubig, CESE
10:30 a.m.	Review and Evaluation of OPCRfs and IPCRFs	PMT Members and FD Chiefs
12:00 a.m.	Lunch	
01:00 p.m.	Continuation of Review and Evaluation of OPCRfs and IPCRFs	PMT Members and FD Chiefs
04:00 p.m.	Closing Activities	PPRD Staff