



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

January 5, 2022

REGIONAL MEMORANDUM

No. **000024**, s. 2022

VIRTUAL 2021 YEAR-END PERFORMANCE REVIEW AND EVALUATION OF SCHOOLS DIVISION OFFICES (SDOs) and REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS' (FDs) OFFICE PERFORMANCE COMMITMENT AND REVIEW FORMS (OPCRFs)

To: Schools Division Superintendents
 Members of the Performance Management Team
 Chiefs of the Regional Functional Divisions
 All Others Concerned

1. This Office, through the Performance Management Team (PMT), shall conduct a **Virtual 2021 Year-End Performance Review and Evaluation of Office Performance Commitment and Review Forms (OPCRFs) of the Schools Division Offices (SDOs) and Regional Office (RO) Functional Divisions (FDs)** on January 26-28, 2022 via Zoom through the link: <https://bit.ly/2021PREOPCRFs>.

2. The objectives of this activity are as follows:
 a) present the accomplished 2021 OPCRfs (with ratings) of the Schools Division Superintendents (SDSs) and RO FD Chiefs;
 b) review, evaluate, and validate the OPCRfs in terms of accomplishments of targets, issues encountered, and Means of Verification (MoVs) per rating that has been obtained per indicator and per Key Result Area (KRA); and
 c) other important matters.

3. The participants to this activity are the following:

| Office/Participants | No. of Pax | Name |
|---------------------|------------|----------------------------|
| ORD | 1 | Dr. Evelyn R. Fetalvero |
| PMT Members | 10 | Dr. Bebiano I. Sentillas |
| | | Dr. Rita R. Dimakiling |
| | | Ms. Alma E. Suyom |
| | | Ms. Mercedes M. Sarmiento |
| | | Mr. Sonny S. Tayum |
| | | Dr. Genis S. Murallos |
| | | Ms. Jeanneth P. Camenforte |
| | | Ms. Eva D. Rosales |



| | | |
|-------------------------------|----|--|
| RO FD Chiefs | 5 | Dr. Isidro C. Catubig |
| | | Dr. Alejandrino L. Yman |
| | | Dr. Rosemarie M. Guino |
| | | Dr. Harvie D. Villamor |
| | | Mr. Cesar P. Verunque |
| PPRD Program Management Staff | 3 | Dr. Teodorico C. Pelino Jr. |
| | | Mr. Mark Lito B. Gallano |
| | | Ms. Jennylind D. Daya |
| SDO | 13 | Schools Division Superintendents |
| | 14 | Assistant Schools Division Superintendents |

4. For the Schools Divisions, the presentation of the accomplished OPCRFS with self-rating shall be in a Slidedeck presentation on January 26-27, 2022. The presentation shall contain the following entries:

- a) KRA with percentage allocations
- b) Objectives with weight
- c) Key Performance Indicators (KPIs)
- d) Actual Outputs/Results
- e) Rating in terms of Quality, Efficiency, and Timeliness (QET)
- f) Average Rating of the QET
- g) Score
- h) Total Score/Points

5. Each SDS shall be given 20 minutes to present his/her OPCRFS and the 20 minutes shall be given to the PMT members and RO FD Chiefs to review the ratings, evaluate and check MoVs, and give feedback. The SDO presenter(s) shall only join the meeting room during the opening program at 8:20-9:20 AM (Day 1), finalization of results/closing activities at 11:40 AM (Day 2), and actual designated time of presentation. The time allotment for the presentation and evaluation is indicated in the following matrix:

| Date | SDO Presenter | Time |
|-----------------------------|---------------------|---------------------|
| Day 1 January 26 | Baybay City | 09:20 AM – 10:00 AM |
| | Biliran | 10:00 AM – 10:40 AM |
| | Borongon City | 10:40 AM – 11:00 AM |
| | Calbayog City | 11:00 AM – 11:40 AM |
| | Catbalogan City | 11:40 AM – 12:00 AM |
| | Eastern Samar | 01:00 PM – 01:40 PM |
| | Leyte | 01:40 PM – 02:20 PM |
| | Maasin City | 02:20 PM – 03:00 PM |
| | No. Samar | 03:00 PM – 03:40 PM |
| | Day 2 January 27 | Ormoc City |
| Samar | | 10:00 AM – 10:40 AM |
| So. Leyte | | 10:40 AM – 11:00 AM |
| Tacloban City | | 11:00 AM – 11:40 AM |
| Finalization of the Results | | 11:40 AM – 04:00 PM |

6. All SDOs shall submit scanned copies of OPCRFS with ratings and MoVs through the link: <https://bit.ly/2021OPCRFSMoVs> on or before January 21, 2022.

7. Since a pre-evaluation and validation has been conducted by the PMT on the OPCRFS of the RO FD Chiefs, a final evaluation and validation of MoVs of the Regional Offices shall be done on January 28, 2022 at the Policy, Planning, and Research Division (PPRD) Conference Room with the PMT representatives for Schools Division Offices (SDS Genis S. Murallos) and Civil Society Group (Ms. Jeanette P. Camenforte) participating virtually. 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.

8. The following matrix presents the time allotment and assigned validators for each RO FD Chief:

| Time | Functional Division | Presenter/Ratee | Validators |
|---------------------|---------------------|---------------------------|---------------------------|
| 09:00 AM – 12:00 AM | AD | Dr. Alejandrino L. Yman | Ms. Mercedes M. Sarmiento |
| | CLMD | Dr. Harvie D. Villamor | Dr. Rosemarie M. Guino |
| | ESSD | Dr. Isidro C. Catubig | Mr. Cesar P. Verunque |
| | FTAD | Mr. Cesar P. Verunque | Dr. Alejandrino L. Yman |
| 01:00 PM – 04:00 PM | FD | Ms. Alma E. Suyom | Dr. Genis S. Murallos |
| | HRDD | Ms. Mercedes M. Sarmiento | Dr. Harvie D. Villamor |
| | PPRD | Dr. Rita R. Dimakiling | Ms. Alma E. Suyom |
| | QAD | Dr. Rosemarie M. Guino | Dr. Rita R. Dimakiling |
| | ORD/OARD | Dr. Bebiano I. Sentillas | Dr. Isidro C. Catubig |

9. The original/properly scanned copies of accomplished and validated OPCRFS of SDOs and RO FDs, ready for signing/approval, shall be submitted to PPRD or uploaded through the link: <https://bit.ly/ValidatedOPCRFS> on or before January 31, 2022.

10. Expenses incurred relative to the conduct of this activity such as meals and snacks shall be charged against ORD/OARD funds subject to the usual accounting and auditing rules and regulations.

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


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosure: None

Reference: DO 2, s. 2015

To be indicated in the Perpetual Index under the following subjects:

OPCRF IPCRF PERFORMANCE

PPRD-TCPJ

