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

November 25, 2022

OFFICE MEMORANDUM

No. **682**, s. 2022

To: Assistant Regional Director
Regional Performance Management Team Members
Regional Functional Division Chiefs
All Others Concerned

**4th QUARTER MEETING OF THE REGIONAL PERFORMANCE MANAGEMENT TEAM
CUM 2022 YEAR-END PERFORMANCE REVIEW AND EVALUATION OF
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORMS**

1. This Office, through the Regional Performance Management Team (RPMT), shall conduct its regular meeting for the 4th Quarter cum 2022 Year-end Performance Review and Evaluation of Accomplished Office Performance Commitment and Review Forms (OPCRFs) on December 16, 2022, at 8:30 a.m., at the Convergence Zone, Office of the Regional Director, Main Building, DepEd Regional VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The objectives of this activity are as follows:
 - a. present the accomplished 2022 OPCRFs (with ratings) of each Regional Functional Division Office;
 - b. review and evaluate the OPCRFs in terms of accomplishments of targets, issues encountered, and Means of Verification (MoVs) per Key Result Area (KRA);
 - c. forge commitments for the improvement of performance in the next cycle of performance evaluation; and
 - d. discuss other important matters and concerns relative to performance management.
3. The participants in this activity are listed below:

Office/Participants	No. of Pax	Name
RPMT Members	7	Dr. Bebiano I. Sentillas
		Dr. Rita R. Dimakiling
		Ms. Alma E. Suyom
		Dr. Alejandrino L. Yman
		Dr. Teodorico C. Peliño Jr.



		Dr. Genis S. Murallos
		Atty. Maureen Charisse A. Maltos
Observer	1	Ms. Jeanneth P. Camenforte
Secretariat	1	Ms. Eva D. Rosales
Functional Division Chiefs	5	Dr. Alejandra B. Lagumbay
		Ms. Mercedes M. Sarmiento
		Dr. Rosemarie M. Guino
		Dr. Harvie D. Villamor
PPRD Support Staff	1	Ms. Janice C. Delopere
TOTAL	15	

4. Relative to this, each Regional Office (RO) Functional Division (FD) shall conduct the following preliminary activities in preparation for the abovementioned scheduled activity:
- conduct a pre-performance review and evaluation of the 2022 OPCRF and IPCRFs of each individual employee at their respective offices;
 - come up with final ratings of performance;
 - prepare MoVs per rating that has been obtained per indicator and per KRA; and
 - submit the accomplished and pre-validated OPCRFs for final review and evaluation by the RPMT.

5. The RO FDs shall submit a pre-accomplished OPCRF with MoVs to the assigned validator on December 15, 2022 for the pre-validation of MoVs. Each RO FD Chief shall be given 15 minutes to present his/her OPCRF in a Slidedeck Presentation using the enclosed template and another 15 minutes shall be given to the RPMT members to review, evaluate, and give feedback. The FD Chiefs shall also prepare eight photocopies of the OPCRF for the RPMT members during the meeting. The following is the time allotment and order of presentation.

Time Allotment per FD during the presentation on December 16	RO FDs	Presenter	Validator (Assigned chief per FD during the MoV pre-validation on December 15)
09:00-09:30 AM	AD	Dr. Alejandrino L. Yman	Ms. Mercedes M. Sarmiento
09:30-10:00 AM	CLMD	Dr. Harvie D. Villamor	Dr. Rosemarie M. Guino
10:00-10:30 AM	ESSD	Dr. Rosemarie M. Guino	Mr. Cesar P. Verunque
10:30-11:00 AM	FTAD	Ms. Mercedes M. Sarmiento	Dr. Alejandrino L. Yman
11:00-11:30 AM	FD	Ms. Alma E. Suyom	Dr. Alejandra B. Lagumbay
11:30-12:00 AM	HRDD	Dr. Alejandra B. Lagumbay	Dr. Harvie D. Villamor
01:00-01:30 PM	PPRD	Dr. Rita R. Dimakiling	Ms. Alma E. Suyom
01:30-02:00 PM	QAD	Mr. Cesar P. Verunque	Dr. Rita R. Dimakiling

6. The RPMT representatives for Schools Division Offices (Dr. Genis S. Murallos) and Civil Society Group (Ms. Jeanette P. Camenforte) may attend on-site or virtually through the link: <https://bit.ly/PPRDmeet>.

7. The expenses for food (one lunch and two snacks) shall be charged against PPRD Training Fund, while travel and other incidental expenses of the external participants to their respective local funds, subject to the existing accounting and auditing rules and regulations.

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

for
E.R. Fetalvero
EVELYN R. FETALVERO, CESO IV
Regional Director *EF*

PPRD-TCPJ

