



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

January 13, 2023

**REGIONAL MEMORANDUM**

No. **03.1**, s. 2023

**ANNUAL PERFORMANCE AND REVIEW CONFERENCE WITH SCHOOLS  
 DIVISION OFFICES CUM FIRST QUARTER MEETING OF THE  
 REGIONAL PERFORMANCE MANAGEMENT TEAM**

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

1. This Office, through the Regional Performance Management Team (RPMT), shall conduct the 2022 Annual Performance and Review Conference with the Schools Division Offices (SDOs) cum First Quarter Meeting of the Regional Performance Management Team (RPMT) on February 02, 2023, at the Convergence Zone, Office of the Regional Director, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The objectives of this activity are as follows:
  - a) present the accomplished 2022 OPCR's (with ratings) of the Schools Division Superintendents (SDSs);
  - b) review, evaluate, and validate the OPCR's in terms of accomplishments of targets, issues encountered, and Means of Verification (MoV) per rating that has been obtained per indicator and per Key Result Area (KRA); and
  - c) discuss other important matters.
3. The expected participants in this activity are indicated below. The RPMT representatives for Schools Division Offices (Dr. Genis S. Murallos) and Civil Society Group (Ms. Jeanette P. Camenforte) are requested to attend on-site, while all the rest of the SDO participants shall attend virtually through the link: <https://bit.ly/PPRDmeet>.

Office/Participants	No. of Pax	Name
Office of the Director IV	1	Dr. Evelyn R. Fetalvero
RPMT Members	7	Dr. Bebiano I. Sentillas
		Dr. Rita R. Dimakiling
		Ms. Alma E. Suyom
		Dr. Alejandro L. Yman
		Dr. Teodorico C. Peliño Jr.



		Atty. Maureen Charisse A. Maltos
		Dr. Genis S. Murallos
Secretariat		Ms. Eva D. Rosales
Observer		Ms. Jeanneth P. Camenforte
RFD Chiefs	5	Dr. Alejandra B. Lagumbay
		Ms. Mercedes M. Sarmiento
		Dr. Rosemarie M. Guino
		Dr. Harvie D. Villamor
		Mr. Cesar P. Verunque
SDOs	13	Schools Division Superintendents
	14	Asst. Schools Div. Supts.
	26	Division Chiefs

4. The presentation of the accomplished OPCR of the SDOs with self-rating shall be in a Slidedeck with the following contents:

- a) KRAs with percentage allocation
- 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 OPCR and the 10 minutes shall be given to the RPMT members and RO FD Chiefs to review the ratings, evaluate and check the MoVs, and give feedback. The SDS and his/her office colleagues shall only join the meeting room in the opening program at 8:00-8:30 a.m., closing activities at 4:30 p.m., and during the actual designated time of presentation. The time allotment for the presentation and evaluation is indicated in the following matrix:

SDOs	Presenters	Time
Baybay City	Dr. Carmelino P. Bernadas	08:30 – 09:00 a.m.
Biliran	Dr. Judella R. Lumpas	09:00 – 09:30 a.m.
Borongan City	Dr. Gorgonio G. Diaz Jr.	09:30 – 10:00 a.m.
Calbayog City	Dr. Moises D. Labian Jr.	10:00 – 10:30 a.m.
Eastern Samar	Mr. Bernardo A. Adina	10:30 – 11:00 a.m.
Maasin City	Dr. Josilyn S. Solana	11:00 – 11:30 a.m.
Leyte	Dr. Manuel P. Albaño	11:30 – 12:00 p.m.
Catbalogan City	Dr. Gaudencio C. Aljibe Jr.	01:00 – 01:30 p.m.
No. Samar	Ms. Lani H. Cervantes	01:30 – 02:00 p.m.
Ormoc City	Dr. Marilyn B. Siao	02:00 – 02:30 p.m.
Samar	Dr. Carmela R. Tamayo	02:30 – 03:00 p.m.
So. Leyte	Dr. Genis S. Murallos	03:00 – 03:30 p.m.
Tacloban City	Dr. Mariza S. Magan	03:30 – 04:00 p.m.

6. Attached is the OPCR Evaluation Template to be used by the RPMT members.
7. All SDSs shall submit the scanned copies of OPCR with ratings and MoVs and Sliddeck presentation on or before January 27, 2023, through the link: <https://bit.ly/2022OPCRs>.
8. The original or properly/clearly scanned copies of accomplished and validated OPCR of SDOs, ready for signing/approval, shall be submitted to PPRD or uploaded through the abovementioned link on or before February 3, 2023.
9. The expenses for food (one lunch and two snacks) for the on-site/face-to-face participants shall be charged against PPRD funds while travel and other incidental expenses of the external RPMT members to their respective local funds, subject to the existing accounting and auditing rules and regulations.
10. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

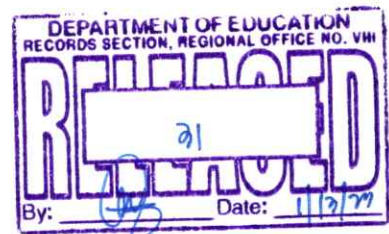
Enclosure: None

Reference: DO 2, s. 2015

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

OPCR                      PERFORMANCE MANAGEMENT                      PMT

PPRD-TCPJ



Enclosure to RM No. \_\_\_\_\_, s. 2023

**OPCR EVALUATION TEMPLATE**

SDO:	Name of Ratee:
RFD Chief/Validator:	Date of Validation:
<b>Findings</b>	<b>Recommendations</b>