



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

November 13, 2023

**OFFICE MEMORANDUM**

PPRD-2023- **690**

**4th QUARTER MEETING OF THE REGIONAL PERFORMANCE  
MANAGEMENT TEAM CUM 2023 YEAR-END PERFORMANCE  
REVIEW AND EVALUATION OF OFFICE PERFORMANCE  
COMMITMENT AND REVIEW FORMS**

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

1. Pursuant to DepEd Order No. 2, s. 2015 or the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office, through the Regional Performance Management Team (RPMT), shall conduct its regular meeting for the 4<sup>th</sup> Quarter *cum* 2023 Year-end Performance Review and Evaluation of Accomplished Office Performance Commitment and Review Forms (OPCRFs) on December 19, 2023, at 8:30 a.m., at the Convergence Zone, Office of the Regional Director, Main Building, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The objectives of this activity are as follows:
  - a. present the accomplished 2023 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. Ronelo Al K. Firmo
		Dr. Rita R. Dimakiling
		Ms. Alma E. Suyom
		Dr. Rosemarie M. Guino
		Dr. Teodorico C. Peliño Jr.
		Dr. Genis S. Murallos
		Dr. Elmer Albert A. Cuevas



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. Gertrudes C. Mabutin
		Dr. Harvie D. Villamor
PPRD Support Staff	1	Mr. Cesar P. Verunque
TOTAL	15	Ms. Janice C. Delopere

4. Relative to this, each Regional Office (RO) Functional Division (FD) shall conduct the following preliminary activities in preparation for the abovementioned scheduled activity:

- a) conduct a pre-performance review and evaluation of the 2023 OPCRf and IPCRFs of each individual employee at their respective offices;
- b) come up with final ratings of performance;
- c) prepare MoVs per rating that has been obtained per indicator and per KRA; and
- d) submit the accomplished and pre-validated OPCRf for final review and evaluation by the RPMT.

5. All RFDs shall submit their pre-accomplished OPCRf year-end accomplishment with MoVs to the validators on or before December 14, 2023. The validators shall evaluate the relevance of the MoV per performance indicator which has been identified by the ratee, rater, and agreed with the validator during the midyear review and workshop on the finalization of the 2023 OPCRf and based/using the template provided in Enclosure 1. The RFD chief or validator shall be joined by select personnel from his/her RFD who shall serve as inter-functional division validators of the OPCRf. The chiefs shall agree or arrange among themselves the actual time of the MoV validation on or before December 14, 2023. The validators per RFD are as follows:

RFDs	Inter-Functional Division Validators
AD	Ms. Mercedes Sarmiento, Ms. Geraldine Mangaliman, Dr. Reynaldo Nayre
CLMD	Dr. Alejandra Lagumbay, Ms. Eden Dadap, Dr. Elmer Albert Cuevas
ESSD	Mr. Cesar Verunque, Mr. Sonny Tayum, Mr. Gerardo Adtoon
FTAD	Dr. Rosemarie Guino, Ms. Elizabeth Caboboy, Ms. Eva Rosales
FD	Dr. Harvie Villamor, Ms. Dina Superable, Mr. Rodel Rosales
HRDD	Dr. Gertrudes Mabutin, Mr. Joy Bihag, Dr. Dandy Acuin
PPRD	Ms. Alma Suyom, Ms. Gladys Fabillo, Mr. Gary Jay Calipayan
QAD	Dr. Rita Dimakiling, Mr. Mark Lito Gallano, Ms. Jennylynd Daya

6. During the RPMT Meeting on December 19, 2023, each RO FD Chief shall be given 15 minutes to present his/her OPCRf in a Slidedeck Presentation using the enclosed template (Enclosure 2), and another 15 minutes shall be given to the RPMT members and lead pre-validators 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	RFDs	Presenter	Lead pre-validator
09:00-09:30 AM	AD	Dr. Rosemarie M. Guino	Ms. Mercedes Sarmiento
09:30-10:00 AM	CLMD	Dr. Gertrudes Mabutin	Dr. Alejandra Lagumbay
10:00-10:30 AM	ESSD	Dr. Alejandra Lagumbay	Mr. Cesar Verunque



10:30-11:00 AM	FTAD	Ms. Mercedes Sarmiento	Dr. Rosemarie Guino
11:00-11:30 AM	FD	Ms. Alma Suyom	Dr. Harvie Villamor
11:30-12:00 AM	HRDD	Dr. Harvie Villamor	Dr. Dr. Gertrudes Mabutin
01:00-01:30 PM	PPRD	Dr. Rita Dimakiling	Ms. Alma Suyom
01:30-02:00 PM	QAD	Mr. Cesar Verunque	Dr. Rita Dimakiling

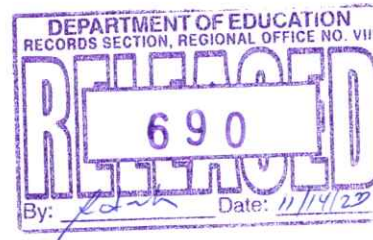
7. The RPMT representatives for Schools Division Offices (Dr. Genis S. Murallos) and Civil Society Group (Ms. Jeanette P. Camenforte) may attend on-site or virtually through the link: <https://bit.ly/PPRDmeet>.

8. The expenses for food (one lunch and two snacks) shall be charged against the 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.

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

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

PPRD-TCPJ



Enclosure 1 to Office Memorandum PPRD-2023- 690

**MoVs per Performance Indicator**

Name of the Division: \_\_\_\_\_

Division Chief: \_\_\_\_\_

KRAs	Objectives	MoVs		
		Quality	Efficiency	Timeliness

*Note: This list of MoVs shall be attached to the 2023 OPCRf as a reference*

Prepared by:

\_\_\_\_\_  
Signature over printed name  
RFD Chief

Validated by the Inter-Functional Division Validators:

\_\_\_\_\_  
Signature over printed name    Signature over printed name    Signature over printed name

Noted:

**RONELO AL K. FIRMO PhD, CESO V**  
Assistant Regional Director  
Chair of the Performance Management Team



Enclosure 2 to Office Memorandum PPRD-2023- 690

**SLIDEDECK PRESENTATION TEMPLATE**

Name of the Division: \_\_\_\_\_

Statement of Purpose: \_\_\_\_\_

KRAs	Objectives	KPIs	Timeline	Outputs

