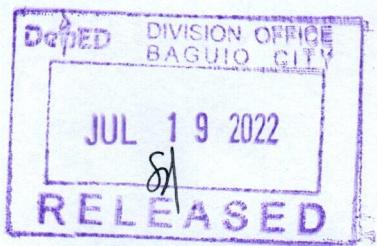




**Republic of the Philippines**  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



July 13, 2022

**DIVISION MEMORANDUM**

No. 204 s. 2022

**SUBMISSION OF OFFICE PERFORMANCE AND COMMITMENT AND REVIEW FORM (OPCRF) OF SCHOOL HEADS**

To : All Public Schools District Supervisor  
Public Elementary School Heads  
Public Secondary School Heads  
Other Concerned

1. In compliance to DO 2, S. 2015, Phase III on Performance Review and Evaluation, this office announces the field on the submission of **Office Performance Commitment and Review Form (OPCRF)** of School Heads on or before **August 5, 2022** with the attached Means of Verification (MOV).
2. To facilitate the packaging of these documents/MOVs, hereunder is the list of Means of Verifications to be attached vis-à-vis the KRAs and objectives:

Key Result Areas (KRAs)	Objectives	Means of Verification
School Leadership Management and Operations	Implemented the AIP 2021-2022	Approved Annual Implementation Plan (AIP); Report on the percentage of AIP PAPs implemented
	Developed Strategic Plans (WFP, SIP, AIP, APP, DRRM plan, BE-LCP, AILAMP for SY 2021 - 2022	Copy of the approved WFP, SIP, AIP, DRRM Plan, BE-LCP, AILAMP
	Evaluated performance of school teachers, and other school-based personnel on a quarterly basis	Report on the percentage of adjustment/catch-up plans developed
	Improved the School-Based Management Level of practice	Certification on SBM Level of practice in SDO/RO
	Implemented DRRM Plan and COVID-19 Precautionary Measures	Implementation/Accomplishment Report on DRRM Plans implemented and Covid 19 precautionary measures
	Implemented innovative practices in the school operations	Approved proposal and approved final paper
	Managed the conduct of educational research in the school	Approved research proposal and approved final paper



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Instructional Leadership	Developed contextualized LRs	Certification from LRMS on the number of LR developed/contextualized
	Conducted monthly monitoring and evaluation to teachers in the delivery of the K-12 curriculum within the rating period	List of teachers monitored; Report on the number of teachers monitored and evaluated
	Provided technical assistance to teachers and other school-based personnel in the delivery of K to 12 curriculum as needed	School TA Plan showing the number of teachers and non-teaching personnel provided with technical assistance
	Conducted 2 rated classroom observations based in RPMS-PPST within the rating period	Summary of Classroom observations conducted per quarter showing the no. of teachers observed and rated
Human Resource Development and Management	Implemented School Professional Development Plan	Report on the percentage of SPDP activities implemented certified by the PSDS
	Evaluated the performance of school teachers and other school-based personnel	Report on the no. of school based personnel who underwent PMS Cycle; Summary of performance rating of teachers and personnel
	Recognized outstanding performance of teaching and non-teaching employees by the end of the rating period	Report on the no. of personnel awarded, recognized or given spot awards within the SY
Resource Management	Improved disbursement rate of school's MOOE fund	Certification on disbursement of school MOOE certified by the Accounting office or duly assigned representative
	Improved implementation of School MOOE vis a vis AIP/SIP	Accomplishment report on the no. of PAPs implemented using the School MOOE as source of fund to be certified by the Accounting office or duly assigned representative
	Updated PPEI of the school	Inventory report of the school prepared by School Property Custodian, approved by SH, certified by supply officer



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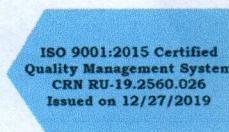
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Partnership and Linkages	Improved implementation and PAPs through partnership with stakeholders	Accomplishment report on the percentage of PAPs implemented through PNLO; Copy of MOA/MOU
	Identified resource needs of school and created opportunities for partnership in relevant areas	Report on the number of partnership sourced out certified correct by the SOCMOB
Special Assignment		Assignment order/designations; Accomplishment report on PAPs implemented

3. For Master Teacher I/II, the IPCRF will be assessed by your respective school PMT, with attached Means of Verification to be submitted to the office at the Records Section.
4. The review, evaluation and rating of School Heads with the Performance Management Team will be on the following schedule:

<b>DATE</b>	<b>DISTRICT</b>
August 8, 2022 (9:00 – 12:00 NN)	District 1 (Elementary)
(1:00 – 5:00 PM)	District 2 (Elementary)
August 9, 2022 (8:00 – 12:00 NN)	District 3 (Elementary)
(1:00 – 5:00 PM)	District 4 (Elementary)
August 10, 2022 (8:00 – 12:00 NN)	District 5 (Elementary)
(1:00 – 5:00 PM)	District 6 (Elementary)
August 11, 2022 (8:00 – 12:00 NN)	District 7-8 (Elementary)
(1:00 – 5:00 PM)	District 9-10 (Elementary)
August 12, 2022 (8:00 – 12:00 NN)	District 1-5 (Secondary)
(1:00 – 5:00 PM)	District 6-10 (Secondary)

5. Immediate and wide dissemination of this memorandum is desired.

**FEDERICO P. MARTIN, EdD, CEdD, CESO V**  
Schools Division Superintendent



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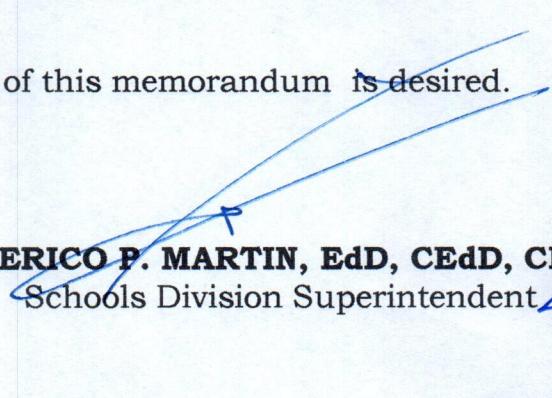
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