



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**Schools Division Office of Apayao**  
Luna, Apayao



**OFFICE MEMORANDUM**

**RELEASE**  
**DEC 28 2020**  
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**To :** Department of Education –SDO Apayao  
Curriculum Implementation Division  
School Governance and Operation Division  
Administrative Division  
Information and Communication Unit  
Budget and Finance Unit

**From :** *gh* **BENEDICTA B. GAMATERO PhD**  
OIC, Office of the Schools Division Superintendent *gh*

**Subject:** **PREPARATION/PACKAGING OF MEANS OF VERIFICATION  
2020 SDO APAYAO OFFICE PERFORMANCE COMMITMENT  
AND REVIEW FORM (OPCRF)**

**Date :** **December 28, 2020**

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In connection with the review, verification and submission of the **Schools Division Office OPCRf means of verification (MOV)** at the regional level on January 2021, all division/units/section of this office are enjoined to review the stated MOVs in the 2020 OPCRf to support the division's KRA and Objectives.

The involved/lead personnel are directed to get ahead with the preparation and submission of all required MOVs on or before the first week of January and to possibly accomplish an outstanding performance rating for CY 2020.

Identified MOVs from the different division or units shall be submitted to the SGOD-Policy, Planning and Research Unit for consolidation starting January 6, 2021.

See attached copy of the 2020 OPCR for your guidance.

For immediate dissemination and compliance.

## MEANS OF VERIFICATION

1. Please print clearly in a Legal size paper
2. Please Mark at the UPPER RIGHT CORNER the appropriate KRA to which your MOV will be attached to organize the MOVs.

Ex. KRA1 – Strategic Management/Research;

KRA 6 – Other Intervening/Innovating Programs/E-Innovation

(Refer to the OPCR attached)

3. Reports must be signed by the personnel who prepared and verified and signed by the head of the Unit for Admin, Budget and Finance, Legal and IT, or Chief for the CID & SGOD
4. Provide photo documentation for reported Programs, Projects & Activities like trainings, seminars, and the like.
5. Provide printed screenshot for online proof of reports like E-Innovation and other systems
6. Provide printed copies of proof of submission to higher level like transmittal and other reports.
7. Provide printed or photocopies of other proof of accomplishments like MOA, MOU and proof of acknowledgement.
8. All MOV/ attachments must be submitted at once on or before the set deadline.





Republic of the Philippines Department of Education Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF APAYAO**  
Luna, Apayao  
**OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**



Rater: **SALLY B. ULLALIM, CESO V**  
Position/Designation: **Schools Division Superintendent**  
Rating Period: **January to June 2020**

Rater: **FLORANTE E. VERGARA, CESO VI**  
Position: **OIC, Assistant Regional Director**  
Date of Review: **January 2021**

MAJOR FINAL OUTPUT	KEY RESULT AREA	OBJECTIVES	WEIGHT PER KRA	TO BE FILLED IN DURING PLANNING PERFORMANCE INDICATORS(Quality, Efficiency, Timeliness)	TO BE FILLED DURING EVALUATION			Rating	Score
					Q	E	T		
EDUCATION SERVICES	I. Strategic Management and Operations (25%)	1. Led in the conduct of research aligned with the research agenda  2. Managed the implementation of health programs and nutrition services  <b>OK sa DepEd</b>	5%	5 - 9 to 10 completed researches 4- 8 completed researches 3 - 7 completed researches 2 - 6 completed researches 1 - 5 and below completed researches				4	0.2
				5 - 91% - 100% of the schools monitored in their compliance in the implementation of school health programs and nutrition services 4 - 81% - 90% of the schools monitored in their compliance in the implementation of school health programs and nutrition services 3 - 71% - 80% of the schools monitored in their compliance in the implementation of school health programs and nutrition services 2 - 61% - 70% of the schools monitored in their compliance in the implementation of school health programs and nutrition services 1 - 60% and below of the schools monitored in their compliance in the implementation of school health programs and nutrition services					
BASIC EDUCATION SERVICES	I. Strategic Management and Operations (25%)	3. Implemented the Disaster Prevention and Recovery Plan (DPRP): <b>Public Service Continuity Plan (PSPC)</b>	5%	TO BE FILLED IN DURING PLANNING PERFORMANCE INDICATORS(Quality, Efficiency, Timeliness) 5 - 96% - 100% of the activities in the DPRP were implemented 4 - 91% - 95% of the activities in the DPRP were implemented 3 - 86% - 90% of the activities in the DPRP were implemented 2 - 81% - 85% of the activities in the DPRP were implemented	Q	E	T	5	0.25

		4. Regularly reviewed the DAIP (every last week of the last month of the quarter)	5%	1 - 80% and below of the activities in the DPRP were implemented 5 - Quarterly DMEA report and BAR submitted to RO before the deadline. 4 - Quarterly DMEA report and BAR submitted to RO on the due date. 3 - Quarterly DMEA report and BAR submitted to RO 1 day after the due date. 2 - Quarterly DMEA report and BAR submitted to RO 2-3 days after the due date. 1 - Quarterly DMEA report and BAR submitted to RO 4 or more days after the due date.				5	0.25	
		5. Supervised the operations of all public and private schools and learning centers	5%	a. Public Schools - 3% 5 - 20 or more Public Schools moved to Level II SBM Level of Practice 4 - 15 - 19 Public Schools moved to Level II SBM Level of Practice 3 - 11 - 14 Public Schools moved to Level II SBM Level of Practice 2 - 6 - 10 Public Schools moved to Level II SBM Level of Practice 1 - 5 and below of the Public Schools moved to Level II SBM Level of Practice b. Private Schools - 2% 5 - 96% - 100% of the Private Schools were supervised 4 - 91% - 95% of the Private Schools were supervised 3 - 86% - 90% of the Private Schools were supervised 2 - 81% - 85% of the Private Schools were supervised 1 - 80% and below of the Private Schools were supervised				5	0.25	
MAJOR FINAL OUTPUT	KEY RESULT AREA	OBJECTIVES	WEIGHT PER KRA	TO BE FILLED IN DURING PLANNING				TO BE FILLED DURING EVALUATION		
				PERFORMANCE INDICATORS(Quality, Efficiency, Timeliness)	Q	E	T	Rating	Score	
BASIC EDUCATION	II. Curriculum and Instruction Management (30%)	1. Exercised general supervision over basic education program	6%	5 - 91% - 100% of the Elementary and Secondary schools completion rate 4 - 81% - 90% of the Elementary and Secondary schools completion rate 3 - 71% - 80% of the Elementary and Secondary schools completion rate 2 - 61% - 70% of the Elementary and Secondary schools completed rate 1 - 60% and below of the Elementary and Secondary schools completion rate 5 - 86% - 100% of the Elementary and Secondary schools retention rate 4 - 71% - 85% of the Elementary and Secondary schools retention rate 3 - 56% - 70% of the Elementary and Secondary schools retention rate 2 - 41% - 55% of the Elementary and Secondary schools retention rate				5	0.3	
			a. Completion Rate - 1st semester (3%) b. Retention Rate - 2nd semester (3%)					5		



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MAJOR FINAL OUTPUT	KEY RESULT AREA	OBJECTIVES	WEIGHT PER KRA	TO BE FILLED IN DURING PLANNING			TO BE FILLED DURING EVALUATION			Rating	Score
				PERFORMANCE INDICATORS(Quality, Efficiency, Timeliness)			Q	E	T		
BASIC SERVICES DIVISION CATION	III. Human Resource Development and Management (15%)	1. Ensured the compliance of the RPMS Cycle of all personnel following the 4 Phases	3%	5 - 100% of all the schools complied						4	0.12
				4 - 90% - 99% of all the schools complied							
				3 - 80% - 89% of all the schools complied							
				2 - 70% - 79% of all the schools complied							
				1 - 69% and below of all the schools complied							
				5 - 91% - 100% of the PAPs Implemented							
				4 - 81% - 90% of the PAPs Implemented							
				3 - 71% - 80% non-teaching personnel provided with 24-hours training based from IPPD							
				2 - 61% - 70% non-teaching personnel provided with 24-hours training based from IPPD							
				1 - 60% and below non-teaching personnel provided with 24-hours training based from IPPD							
		2. Implemented the HRD Plan	4%	5 - 96% - 100% of newly created items filled-up						5	0.2
				4 - 91% - 95% of newly created items filled-up							
				3 - 86% - 90% of newly created items filled-up							
				2 - 81% - 85% of newly created items filled-up							
				1 - 80% and below of newly created items filled-up							
				5 - 96% - 100% of qualified personnel paid of their benefits within the CY							
				4 - 91% - 95% of qualified personnel paid of their benefits within the CY							
				3 - 86% - 90% of qualified personnel paid of their benefits							
				2 - 81% - 85% of qualified personnel paid of their benefits							
				1 - 80% and below of qualified personnel paid of their benefits							
		3. Supervised the recruitment, selection and placement of newly created teaching and non-teaching items in the division	4%	5 - 96% - 100% of qualified personnel paid of their benefits within the CY						5	0.2
				4 - 91% - 95% of qualified personnel paid of their benefits within the CY							
				3 - 86% - 90% of qualified personnel paid of their benefits							
				2 - 81% - 85% of qualified personnel paid of their benefits							
				1 - 80% and below of qualified personnel paid of their benefits							
				5 - 96% - 100% of qualified personnel paid of their benefits within the CY							
				4 - 91% - 95% of qualified personnel paid of their benefits within the CY							
				3 - 86% - 90% of qualified personnel paid of their benefits							
				2 - 81% - 85% of qualified personnel paid of their benefits							
				1 - 80% and below of qualified personnel paid of their benefits							
		4. Implemented welfare program for personnel benefits: Hardship post Hazard Allowance Cash Allowance Bonuses	4%	5 - 96% - 100% of qualified personnel paid of their benefits within the CY						5	0.2
				4 - 91% - 95% of qualified personnel paid of their benefits within the CY							
				3 - 86% - 90% of qualified personnel paid of their benefits							
				2 - 81% - 85% of qualified personnel paid of their benefits							
				1 - 80% and below of qualified personnel paid of their benefits							
				5 - 96% - 100% of qualified personnel paid of their benefits within the CY							
				4 - 91% - 95% of qualified personnel paid of their benefits within the CY							
				3 - 86% - 90% of qualified personnel paid of their benefits							
				2 - 81% - 85% of qualified personnel paid of their benefits							
				1 - 80% and below of qualified personnel paid of their benefits							
BASIC EDUCATION SERVICES	IV. Resource Management (15%)	OBJECTIVES	5%	5 - 96% - 100% of the schools' MOOE were downloaded and disbursed						5	0.25
				4 - 91% - 95% of the schools' MOOE were downloaded and disbursed							
				3 - 86% - 90% of the schools' MOOE were downloaded and disbursed							
				2 - 81% - 85% of the schools' MOOE were downloaded and disbursed							
				1 - 80% and below of the schools' MOOE were downloaded and disbursed							
				5 - 96% - 100% of the schools' MOOE were downloaded and disbursed							
				4 - 91% - 95% of the schools' MOOE were downloaded and disbursed							
				3 - 86% - 90% of the schools' MOOE were downloaded and disbursed							
				2 - 81% - 85% of the schools' MOOE were downloaded and disbursed							
				1 - 80% and below of the schools' MOOE were downloaded and disbursed							



		2. Improved the efficiency of procurement of goods and services for instructional and non- instructional purposes	5%	1 - 80% and below of the schools' MOOE were downloaded and disbursed					4	0.2
		3. Updated PPEI in Division and Schools	5%	5 - 100% of schools and DO with updated PPEI 4 - 95% - 99% of schools and DO with updated PPEI 3 - 90% - 94% of schools and DO with updated PPEI 2 - 85% - 89% of schools and DO with updated PPEI 1 - 84% and below of schools and DO with updated PPEI					5	0.25
	V. Partnership and Linkages (5%)	Forged or sustained partnerships and linkages for improved implementation of PAs	5%	5 - 5 or more MOAs/ MOUs forged or sustained and implemented 4 - 4 MOAs/ MOUs forged or sustained and implemented 3 - 3 MOAs/ MOUs forged or sustained and implemented 2 - 2 MOAs/ MOUs forged or sustained and implemented 1 - MOA/ MOU forged or sustained and implemented					5	0.25
MAJOR FINAL OUTPUT	KEY RESULT AREA	OBJECTIVES	WEIGHT PER KRA	TO BE FILLED IN DURING PLANNING	TO BE FILLED DURING EVALUATION			Rating	Score	
	VI. Others - Intervening/ Innovating Programs / Plus Factors (10%)	Developed E-Innovations to improve efficiency and effectiveness in the delivery of services	10%	PERFORMANCE INDICATORS(Quality, Efficiency, Timeliness)	Q	E	T	5	0.5	
				5 - 5 E-innovations developed and deployed 4 - 4 E-innovations developed and deployed 3-3 E-innovations developed and deployed 2- 2 E-innovations developed and deployed 1 - 1 E-innovation developed and deployed						

Ratee:  
  
**SALLY B. ULLALIM, CESO V**  
Schools Division Superintendent

Rater:  
**FLORANTE E. VERGARA, CESO VI**  
OIC, Assistant Regional Director

Approving Authority:  
**MAY B. ECLAR, CESO V**  
Regional Director