



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

February 26, 2024

DIVISION MEMORANDUM

NO. 126, s. 2024

**SPECIAL COMPOSITE TEAM FOR THE REGIONAL VALIDATION OF THE
2023 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM
(OPCRF) OF CALBAYOG CITY DIVISION**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
All Others Concerned

1. In consonance with RM Nos. 166 and 190, s. 2024 re: Validation of Office Performance Commitment and Review Forms (OPCRF) of Schools Division Offices, this Office hereby pronounces the creation of the *Special Composite Team for the Regional Validation of the 2023 Office Performance Commitment and Review Form (OPCRF) of Calbayog City Division*, to wit:

CORE TEAM: Dr. Margarito A. Cadayona, Jr., CESO VI
OIC-Schools Division Superintendent

Dr. Jun-Nilou D. Dulfo
OIC-Assistant Schools Division Superintendent

Dr. Renato S. Cagomoc
Chief Education Supervisor, CID

Dr. Avelina P. Tupa
OIC-Chief Education Supervisor, SGOD

SUB-COMPOSITE TEAMS

KRA 1: Curriculum and Instruction Management

- Dr. Joy B. Saldaña, EPS
- Dr. Geraldine P. Sumbise, EPS-Designate/Div. ADM Coordinator
- Samuel A. Repelente, Division LR Coordinator
- Rina M. Aboganda, EPS II

KRA 2: Support to School Governance and Operations

- Marita P. Senolos, SEPS-HRD
- Galina V. Panela, SEPS-PRS
- Caren Merryl A. Cabadsan, SEPS-SMN



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KRA 3: SDO Management

- a. Administrative Management
 - Grace S. Pagunsan, AO V
 - Jennifer C. Alvarez, AO II/HRMO Designate
 - Ma. Nanette T. Yman, ADAS II
- b. Financial Management
 - Sheryll Ann Marie G. Lacaba, CPA, Accountant III
 - Sunshine Marjorie E. Ventures, AO V (Budget Officer III)
 - Suzette P. Candaza, AO IV (Cashier)
- c. Legal Services
 - Atty. Maria Catherine Salurio-Barandino, Legal Officer III
- d. ICT Systems Management
 - Gary H. Ballon, ITO-I

KRA 4: Office Administration and Performance Management

- Leah D. Balane, AO II
- Gennerson T. Nabual, ADAS III
- Christie N. Drilon, ADA VI

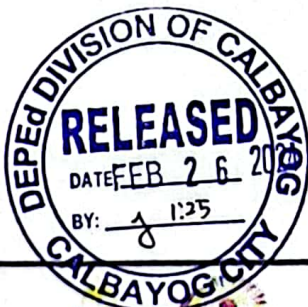
Secretariat: Oscar D. Billate, Jr., SEPS-SMME
 Asther E. Bachar, EPS II-SMME
 Rosalia M. Rivera, EPS II-HRD

2. The regional validation for Calbayog City Division is scheduled on **March 4, 2024**. With this, all members of the sub-composite teams are directed to facilitate and prepare the required documents as Means of Verifications (MoVs) for the 2023 Division OPCR. If deemed necessary, additional members may be identified to be part of the respective teams to make sure that all needed documents are ready before the scheduled validation.

3. The timeline of activities is herein enumerated for everyone's reference and proper guidance:

DATE	ACTIVITY
February 27-29, 2024	Preparation/Gathering of MOVs
March 1: (morning)	Presentation per Sub-composite Team
(afternoon)	Finalization of all Needed Documents

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



For:
MARGARITO A. CADAYONA JR., PhD, CESO VI
 OIC-Schools Division Superintendent

SO # OIC S. 2024



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