



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 7, 2025

DIVISION MEMORANDUM

No. 011, s. 2025

CONDUCT OF DIVISION YEAR-END PERFORMANCE REVIEW CUM PREPARATION, PRESENTATION AND VALIDATION OF MEANS OF VERIFICATIONS (MOVS) FOR THE REGIONAL VALIDATION OF THE 2024 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) OF CALBAYOG CITY DIVISION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
All Others Concerned

1. In reference to DO # 002, 2. 2015 on the Guidelines of the Establishment and Implementation of the Results-Based Performance Management System in the Department of Education and RM # 002, s. 2025 or the Validation of Office Performance and Commitment Review Form (OPCRF) of Schools Division of Calbayog City, this Office hereby announces the **conduct of the Division Year-End Performance Review cum preparation, presentation and validation of Means of Verifications (MOVs) of all concerned units/ sections of the 2024 Office Performance Commitment and Review Form (OPCRF) of the Schools Division of Calbayog City on January 23-24, 2025 at the Division Conference Hall in preparation of the Regional Validation comes January 27-31, 2025.**

2. The activity primarily aims to present the IPCRF/ OPCRf of the division personnel and ensure completeness of the required documents of all concerned sections of the division office for the regional validation of 2024 OPCR. Specifically, the activity has the following objectives:

- a. Present the IPCRF/ OPCRf of the division personnel;
- b. Prepare the required documents as MOVs for the 2024 OPCRf validation;
- c. Present the required documents as MOVs for the 2024 OPCRf validation;
- d. Validate the presented MOVs; and
- e. Finalize the MOV's per KRA with the concerned units/ sections.

3. The **Division Special Composite Team for the Regional Validation of 2024 OPCRf** is hereby constituted as follows:

a. **Core Team:**

Chairperson:

DR. MARGARITO A. CADAYONA JR., CESO VI
OIC- Schools Division Superintendent



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Co-Chairpersons: **DR. JUN-NILOU D. DULFO**
OIC- Assistant Schools Division Superintendent
DR. RENATO S. CAGOMOC, Chief, CID
DR. AVELINA P. TUPA, Chief, SGOD

b. SUB-COMPOSITE TEAMS

Team	Team Composition	Assigned KRA
1	Dr. Joy B. Saldaña, EPS Dr. Geraldine P. Sumbise, EPS Designate Rina M. Aboganda, EPS II	KRA 1: Curriculum and Instruction Management
2	Oscar D. Billate Jr., EPS Designate- SGOD Marita P. Senolos, SEPS- HRD Galina V. Panela, SEPS- PRS Caren Merly A. Cabadsan, SEPSp SMN	KRA 2: Support to School Governance and Operations
3	Grace S. Pagunsan, AO V Jennifer C. Alvarez, AO II/ HRMO Designate Gennerson T. Nabual, AO IV	KRA 3: SDO Management a. Administrative Management
4.	Sheryll Ann Marie G. Lacaba, CPA, Accountant III Sunshine Marjorie E. Ventures, AO V (Budget Officer III) Suzzette P. Candaza, AO IV (Cashier)	KRA 3: SDO Management b. Financial Management
5.	Atty. Rhea P. Aguado, Legal Officer Designate	KRA 3: SDO Management c. Legal Officer
6.	Gary H. Ballon, ITO- I	KRA 3: SDO Management d. ICT Systems Management
7.	Mark Joseph T. Demit, ADAS III Jose Don P. Babon, ADAS III Christie N. Drilon, ADA VI	KRA 4: Office Administration and Performance Management

Secretariat: Robert Anthony F. Ygrubay, SEPS- SMME Designate
Aster E. Bachar, EPS II- SMME
Rosalia M. Rivera, EPS II- HRD


4. This Memorandum shall serve as **SPECIAL ORDER** of the identified division personnel who will compose the Division Special Composite Team for the Regional Validation of 2024 OPCRf.

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5. Accordingly, all members of the sub-composite teams are directed to facilitate and prepare the required documents as MOVs for the 2024 Division OPCRf. 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.
6. Consequently, all division personnel are required to present their IPCRF/ OPCRf together with the respective MOVs.
7. Any expenses incurred in the conduct of this activity shall be charged against HRD Funds subject to the usual government accounting and auditing rules and regulations.
8. Hereunder is the schedule of the division year-end performance review cum validation of MOVs for the 2024 IPCRF/ OPCRf with the Division Composite Teams:

DATE	ACTIVITY
JANUARY 23-24, 2025	Division Year-End Performance Review
JANUARY 23, 2025 (AM)	Presentation of OPCRf/ IPCRF with MOVs (CID)
JANUARY 23, 2025 (PM)	Presentation of OPCRf with MOVs (SGOD)
JANUARY 24, 2025 (AM)	PRESENTATION of OPCRf with MOVs (OSDS) <ul style="list-style-type: none"> • Admin • Budget • Finance • Supply • Cashier • Records
JANUARY 24, 2025 (PM)	Collation and Finalization of MOVs for the Regional Validation by the Sub-Composite Team

6. Immediate dissemination of and compliance of this memorandum are earnestly desired.


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

DEPED DIVISION OF CALBAYOG
RELEASED
 DATE: JAN 08 2025
 BY: *[Signature]*

Enclosure: None
 To be indicated in the **Perpetual Index Under** the following subjects:
SDO OSDS 2024 OPCR VALIDATION



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