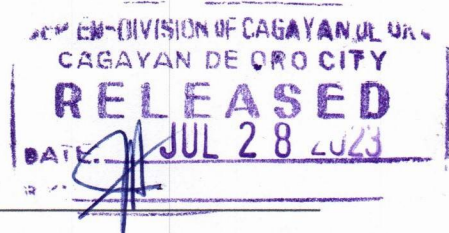




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

July 26, 2023

DIVISION MEMORANDUM  
No. 353 s.2023

**SCHOOL OFFICE PERFORMANCE COMMITMENT REVIEW FORM  
FINAL EVALUATION FOR SCHOOL YEAR 2022-2023**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor – CID  
Chief Education Supervisor – SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Medical personnel  
Division Performance Management Team  
All Public Elementary and Secondary School Heads  
All others concerned

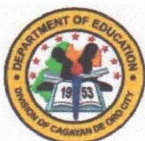
1. Pursuant to Department Order No. 02 s. 2015, the performance review and evaluation shall be done at the end of the performance cycle to assess the office and individual employee's performance level. Relative to this provision, the School Office Performance Commitment Review Form (OPCRF) Final Evaluation for School Year 2022-2023 shall be conducted on August 4, 8 & 9, 2023 in the following venues:

| DATE AND TIME                          | VENUE                                   | DISTRICTS                        |
|----------------------------------------|-----------------------------------------|----------------------------------|
| August 04, 2023<br>08:00 - 12:00 Noon  | Gusa Elementary School                  | East 1, East 2                   |
| August 04, 2023<br>01:00 - 05:00 PM    | South City Central School               | North 1, South, Central          |
| August 08, 2023<br>08:00 - 12:00 Noon  | Bulua Central School                    | West 2, North 2                  |
| August 09, 2023<br>08:00 AM - 05:00 PM | Fr. William Masterson Elementary School | West 1, Southwest 1, Southwest 2 |

2. To regulate the number of attendees, only the school head shall attend the said activity during their schedule. No walk-ins outside of their schedule shall be accommodated.

3. Concerned school heads of the said venues are requested to prepare the following:

- Use of covered court with sound system for the short opening program to be facilitated by the host school
- Tables and chairs for the evaluators and school heads
- Other needs and preparations



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
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4. The following Division personnel shall constitute the team that will facilitate the evaluation and validation of the 2022-2023 School OPCRf:

| KRA                                         | Team A (Elementary)                                                                                                                                                                                   | Team B (Secondary)                                                   |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| I. Leading Strategically                    | <i>Shirley Merida, PSDSes</i>                                                                                                                                                                         | <i>Jean Macasero, PSDSes</i>                                         |
| III. Focusing on Teaching & Learning        | <i>Jean Macasero</i><br><i>Jinky Arnejo</i>                                                                                                                                                           | <i>Rosalio Vitorillo, Romeo Aclo</i><br><i>January Gay Valenzona</i> |
| II. Managing Schools Operations & Resources | <i>Arnel Calubag</i><br><i>Ray Maghuyop</i>                                                                                                                                                           | <i>Mitos Tessa Duetes</i><br><i>Sylvio Carciller</i>                 |
| IV. Developing Self & Others                | <i>Derrold Marl Aves</i>                                                                                                                                                                              | <i>Aisa Badana</i>                                                   |
| V. Building Connections                     | <i>Jean Loquillano</i>                                                                                                                                                                                | <i>Roy Lumban</i>                                                    |
| VI. Other Tasks                             | <i>Jean Macasero</i>                                                                                                                                                                                  | <i>Rosalio Vitorillo, Romeo Aclo</i>                                 |
| Secretariat                                 | <i>Jairus Gochuco</i><br><i>Kurt Bacas</i>                                                                                                                                                            | <i>Eleanor Rollan</i><br><i>Ryan Blanco</i>                          |
| Nurses                                      | <i>Gusa ES : Lina Ludeña, Jeane Joson</i><br><i>South CCS : Michele Pabelic, Joan Arsua</i><br><i>Bulua CS : Yvone Gironella, Francis Tagadiad</i><br><i>FWMES : Nichol Salido, Carmelo Paderanga</i> |                                                                      |

The Public Schools District Supervisors shall review the KRA III indicators on Focusing on Teaching & Learning in their respective districts on a separate schedule and shall arrange for the specific date, time and venue.

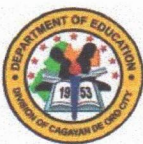
5. All concerned school heads, evaluators and working committee members are required to observe social distancing and the general health and safety protocols during the whole duration of the activity.

6. School heads shall present their OPCRf and MOVs to their PSDSs for initial review and coaching on July 28, 2023.

7. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.

8. Immediate dissemination is enjoined for your information and guidance.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent



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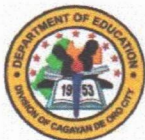
Encl: None

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

OFFICE PERFORMANCE COMMITMENT REVIEW

ECHR/DM-OPCRF  
July 26, 2023



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