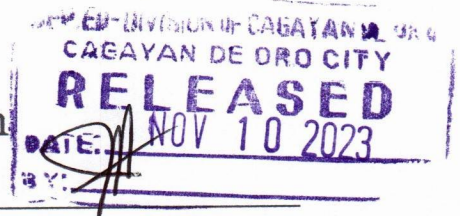




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

November 03, 2023

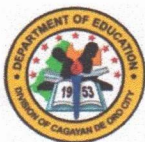
DIVISION MEMORANDUM  
No. 596 s. 2023

TWO- DAY CRAFTING AND HARMONIZATION OF THE SCHOOL OFFICE  
PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor - SGOD  
Chief Education Supervisor - CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Division Performance Management Team  
Select CTD personnel  
Select SGOD personnel  
Select OSDS personnel

1. Pursuant to DepEd Order No. 02 s.2015 and aligned to the MATATAG Agenda, the Crafting of the School Office Performance Commitment and Review Form (OPCRF) shall be conducted on November 21-22, 2023 in a venue to be announced in a separate memorandum.
2. Participants to the said two-day live-in activity shall be the school heads of all public elementary and secondary schools (1 per school), members of the Division Performance Management Team, select OSDS, CTD and SGOD personnel who will compose the training and validation team. Attached is the list of participants.
3. Target participants are requested to pre-register through **bit.ly/OPCRFREG** not later than November 7, 2023.
4. The activity aims to attain the following objectives:
  - a. craft the School Office Performance and Review Form (OPCRF) for School Year 2023-2024;
  - b. review enabling objectives per Key Result Areas (KRA) aligned with the MATATAG Agenda; and
  - c. align the school OPCRf with the Division Office OPCR.
5. To facilitate thorough discussion during the crafting proper, a **virtual pre-work session** shall be conducted on November 10, 2023 at 2:00 to 4:00 PM through

**MS Team Meeting ID: 452 748 451 666 Passcod: Y39CRr**



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Mobile No:** +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)  
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6. Templates and district assignments shall be discussed during the said meeting. The following district representatives shall attend the said pre-work:

| <b>KRA</b> | <b>ASSIGNED DISTRICT</b> | <b>DISTRICT TEAM LEADERS</b>                                                 |
|------------|--------------------------|------------------------------------------------------------------------------|
| 1 & 6      | Central and South        | Annabelle Lariba, Relobe Zulita<br>Adelina Encabo, Evelyn Sumanda            |
| 2          | North I & II             | Duque Caguindangan, Ronaldo Auman<br>Tito Yongao, Marvin Agustin Ramos       |
| 3          | East I & II              | Maria Del Magallano, Macapangcat Mama<br>Rosemarie Dullente, Giljun Penuliar |
| 4          | West I & II              | Jerry Taruc, Brenda Galarpe<br>Marissa Cayetuna, Edgar Yañez                 |
| 5          | Southwest I & 2          | Jennifer Espina, Alfredo Tongco<br>Basilisa Gayramara, Aileen Maghuyop       |

7. Further guidelines shall be announced in a separate memorandum.

8. 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.

9. Immediate dissemination and compliance to this memorandum is desired.

**ROY ANGELO E. GAZO**

Schools Division Superintendent

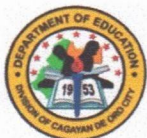
Encl: As indicated

Reference: None

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

**SCHOOL OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF)**

ECHR/DM-SCHOOL OPCRf CRAFTING  
November 06, 2023



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