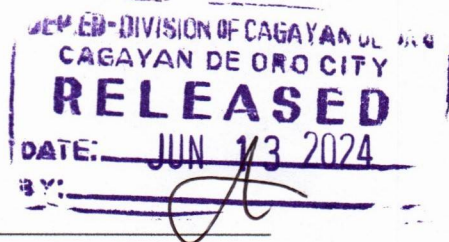




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

June 11, 2024

DIVISION MEMORANDUM

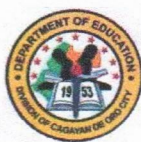
No. 425 s.2024

**SCHOOL OFFICE PERFORMANCE COMMITMENT REVIEW FORM
FINAL EVALUATION FOR SCHOOL YEAR 2023-2024**

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

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 2023-2024 shall be conducted on the following dates and venues indicated below:

DATE AND TIME	VENUE	DISTRICTS
June 27, 2024 08:00 - 12:00 Noon	East Gusa NHS	East 1 & 2 Secondary
June 27, 2024 01:00 - 05:00 PM	CDONHS SHS	South, North 1 & 2 Secondary
June 28, 2024 08:00 - 12:00 Noon	Carmen NHS	West 1& 2 Secondary
June 28, 2024 01:00 - 05:00 PM	Fr. William Masterson Elementary School	Southwest 1 & 2 Secondary
July 15, 2024 08:00 - 12:00 Noon	City Central School	Central, South, Southwest 1 Elementary
July 15, 2024 01:00 - 05:00 PM	Gusa Elementary School	East 1 & 2, North 2 Elementary
July 16, 2024 08:00 - 12:00 Noon	Carmen NHS	West 1 & 2 Elementary
July 16, 2024 08:00 AM - 05:00 PM	Fr. William Masterson Elementary School	Southwest 1 & 2 Elementary



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandero.city@deped.gov.ph



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

2. Concerned school heads of the said venues are requested to prepare a comfortable and spacious venue with tables and chairs for the evaluators and school heads

3. The following Division personnel shall constitute the team that will facilitate the evaluation and validation of the 2023-2024 School OPCRf:

KRA	Team A (Elementary)	Team B (Secondary)
I. Leading Strategically	Shirley Merida, PSDSes	Jean Macasero, PSDSes
III. Focusing on Teaching & Learning	Jean Macasero Jinky Arnejo	Rosalio Vitorillo, Romeo Aclo January Gay Valenzona
II. Managing Schools Operations & Resources	Arnel Calubag Ray Maghuyop	Mitos Tessa Duetes Sylvio Carceller
IV. Developing Self & Others	Derrold Marl Aves	Derrold Marl Aves
V. Building Connections	Roy Lumban	Roy Lumban
VI. Other Tasks	Jean Macasero, Jinky Arnejo	Rosalio Vitorillo, Romeo Aclo
Secretariat	Jairus Gochuco, Amor Radaza	Eleanor Rollan, Ryan Blanco
Nurses	Gusa ES, Gusa ES : Jeane Joson, Francis Tagadiad City CS, CDONHS SHS : Cristina Capistrano, Michele Pabelic Carmen NHS : Karla Yvonne Mabao, Nichol Salido FWMES : Nikki Valmoria, Carmelo Paderanga	

4. 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.

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

ROY ANGELO E. GAZO
Schools Division Superintendent

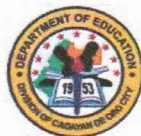
Encl: None

Reference: None

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

OFFICE PERFORMANCE COMMITMENT REVIEW

ECHR/DM-OPCRF
June 11, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandecoro.city@deped.gov.ph