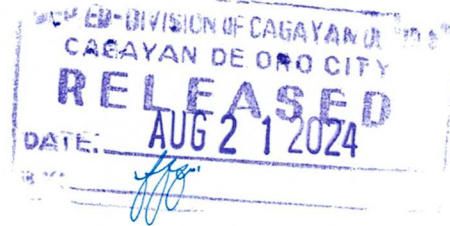




Republic of the Philippines  
Department of Education  
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



August 21, 2024

DIVISION MEMORANDUM

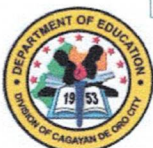
No. 607 s.2024

**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 Memo DM-OSEC-2024-01 issued by the Office of the Secretary titled **Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) Relative to Executive Order No. 61 (s.2024)**, all concerned public school heads are hereby informed of the adjusted RPMS timeline:

|                                                                                                                        | SY 2023-2024<br>RPMS Cycle<br>Phase                                 | Task/<br>Activity                                                                       | RPMS Tool/Form                                                                                                                                                                                                             | Person/s<br>Involved                                                                           | Extended<br>Schedule           |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------|
| School-based<br>Personnel<br><br>(school<br>heads,<br>teachers,<br>and non-<br>teaching<br>personnel<br>in<br>schools) | PHASE III<br>Performance<br>Review and<br>Evaluation                | Review and<br>assessment of<br>individual<br>performance                                | IPCRF for<br>SY 2023-2024<br><br>(For teachers,<br>use eIPCRF tool; download at<br><a href="http://bit.ly/eIPCRFSY20232024">http://bit.ly/eIPCRFSY20232024</a> )                                                           | Ratees<br>(teachers,<br>non-teaching<br>personnel),<br><br>Raters,<br>Approving<br>Authorities | Until<br>September 15,<br>2024 |
|                                                                                                                        |                                                                     | Review and<br>assessment of<br>school<br>performance                                    | OPCRF                                                                                                                                                                                                                      | Ratees<br>(school head),<br>Raters,<br>Approving<br>Authorities                                | Until<br>September 15,<br>2024 |
|                                                                                                                        | PHASE IV<br>Performance<br>Rewarding and<br>Development<br>Planning | Finalization of<br>Development<br>Plans                                                 | IPCRF-IDP<br><br>OPCRF- Development Plan                                                                                                                                                                                   | Ratees<br>(teachers,<br>non-teaching<br>personnel)<br><br>Ratees<br>(school heads)             | Until<br>September 15,<br>2024 |
|                                                                                                                        |                                                                     | Submission<br>IPCRF and<br>Uploading of<br>Teachers'<br>eIPCRF thru<br>eIPCRF<br>System | Accomplished IPCRF for<br>SY 2023-2024<br><br>eIPCRF Consolidation System<br>(for teachers, submit through<br>eIPCRF online submission; access<br>at <a href="http://eipcrf.deped.gov.ph">http://eipcrf.deped.gov.ph</a> ) | Ratees and<br>Raters                                                                           | Until<br>September 30,<br>2024 |
|                                                                                                                        |                                                                     | Submission of<br>OPCRF to<br>SDO                                                        | Accomplished OPCRf                                                                                                                                                                                                         | Ratees<br>(school heads)                                                                       | Until<br>September 30,<br>2024 |



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
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2. Relative to this, the schedule of the school OPCRf final evaluation will be as follows:

| DATE AND TIME                             | VENUE                                                                      | DISTRICTS                        |
|-------------------------------------------|----------------------------------------------------------------------------|----------------------------------|
| September 11, 2024<br>08:00 - 12:00 Noon  | Division Office, Fr.<br>William Masterson<br>Ave., Upper<br>Balulang, CDOC | East 1, East 2                   |
| September 11, 2024<br>01:00 – 05:00 PM    |                                                                            | North 1, South, Central          |
| September 12, 2024<br>08:00 – 12:00 Noon  |                                                                            | West 2, North 2                  |
| September 13, 2024<br>08:00 AM – 05:00 PM |                                                                            | West 1, Southwest 1, Southwest 2 |

3. The following Division personnel shall constitute the team that will facilitate the review of MOVS submitted for the 2023-2024 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>Mary Caress Galono</i>                                            |
| V. Building Connections                     | <i>Roy Lumban</i>                                                                                                                                                                                                          | <i>Roy Lumban</i>                                                    |
| VI. Other Tasks                             | <i>Jean Macasero, Jinky Arnejo</i>                                                                                                                                                                                         | <i>Rosalio Vitorillo, Romeo Aclo</i>                                 |
| Secretariat                                 | <i>Jairus Gochuco, Amor Radaza</i>                                                                                                                                                                                         | <i>Eleanor Rollan, Ryan Blanco</i>                                   |
| Nurses                                      | <i>September 11: Er Shemaiah Dangazo, Lina Ludeña, Michele Pabelic</i><br><br><i>September 12: Pacili Yañez, Doreen Dechosa, Francis Tagadiad</i><br><br><i>September 13: Edselyn Salido, Herlie Ontoy, Crystal Cartel</i> |                                                                      |

4. The preliminary review on the KRA and objectives assigned to the Public Schools District Supervisors shall be reviewed ahead of the schedule. The date and venue of the said activity shall be arranged by the PSDSes concerned.

5. 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.



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**Office of the Schools Division Superintendent**

6. 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  
August 21, 2024



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