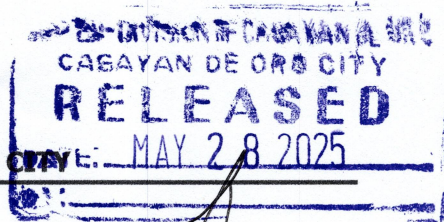




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



27 May 2025

DIVISION MEMORANDUM

No. 410 s. 2025

**SCHOOL OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM
FINAL EVALUATION FOR SCHOOL YEAR 2024-2025**

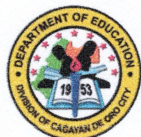
TO: Asst. Schools Division Superintendent
Chief Education Supervisor – CTD
Chief Education Supervisor – SGOD
All school heads of public elementary and secondary schools

1. Pursuant to DepEd 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 2024-2025 shall be conducted on the following dates at the Division Office Conference Hall:

DATE AND TIME	DISTRICTS
June 10, 2025 8:00 AM to 12:00 Noon	East 1&2 South
June 10, 2025 01:00 – 05:00 PM	West 1&2
June 11, 2025 08:00 AM to 12:00 Noon	Southwest 1&2
June 11, 2025 01:00 – 05:00 PM	North 1&2 Central
June 20, 2025 08:00 AM to 12:00 Noon	School heads who are NTOT MATATAG training participants

2. The following Division personnel shall constitute the team that will facilitate the initial assessment and validation of supporting documents:

KRA	TEAM A (Elementary)	TEAM B (Secondary)
I. Leading Strategically III. Focusing on Teaching & Learning	Jinky Arnejo PSDSes	Rosalio Vitorillo Romeo Aclo PSDSes
II. Managing Schools Operations & Resources	Arnel Calubag Ray Maghuyop	Mitos Tessa Duetes Sylvio Carciller
IV. Developing Self & Others	Derrold Marl Aves Mary Caress Galono	Derrold Marl Aves Mary Caress Galono
V. Building Connections	Roy Lumban Alvic Marie Francisco	Roy Lumban Alvic Marie Francisco
VI. Other Tasks	Jinky Arnejo	Rosalio Vitorillo



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

Secretariat	Beverly Nicolasora Ryan Blanco	Eleanor Rollan Amor Radaza
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3. 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.

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

ROY ANGELO E. GAZO
Schools Division Superintendent

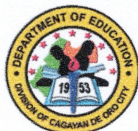
Encl: None

Reference: DepEd Order No. 02 s.2015

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

OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF)

DM-032-SGOD-SMME-ECHR



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