



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

30 Jul 2025

DIVISION MEMORANDUM
No. 623 s.2025

CONDUCT OF OPCRF CRAFTING AND SIP MIDTERM REVIEW AND REVISION

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
All CID Personnel
All SGOD Personnel
All Public Secondary and Elementary School Heads
All others concerned
This Division

1. In support of evidence-based school leadership and the continuous improvement of programs and performance, the Schools Division Office of Cagayan de Oro City will conduct the Office Performance Commitment and Review Form (OPCRF) Crafting and School Improvement Plan (SIP) Midterm Review and Revision on **August 31 to September 3, 2025**. This initiative underscores the critical role of monitoring, evaluation, and adjustment (MEA) in ensuring that school targets remain responsive, aligned, and achievable throughout the implementation cycle.

2. This activity aims to:

- Facilitate the crafting and finalization of OPCRF;
- Revisit the implementation status of the SIP;
- Utilize the Monitoring, Evaluation, and Adjustment (MEA) Framework to measure performance and processes;
- Provide a roadmap for school improvement;
- Align accomplishments and priorities with current performance targets; and
- Recalibrate strategies for the second term implementation.

3. The results of the ongoing Division Education Development Plan (DEDP) review shall be considered and integrated in the SIP revision process to ensure stronger vertical alignment and responsiveness to identified priorities.

4. Each school shall present their SIP midterm accomplishments and proposed adjustments. Presentations shall be limited to **ten (10) minutes**, followed by **five (5)**



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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minutes for questions and clarifications.

5. School heads are expected to prepare and present the following:

a. Targets and Actual Performance (Key Performance Indicators);

- Access
 - ✓ Net Intake Rate Kindergarten, Elementary, JHS and SHS
 - ✓ Gross Intake Rate Kindergarten, Elementary, JHS and SHS
 - ✓ Completion Rate Elementary, JHS and SHS
 - ✓ Cohort Survival Rate Elementary, JHS and SHS
 - ✓ School Leaver Rate Elementary, JHS and SHS
 - ✓ Repeaters Kindergarten, Elementary, JHS and SHS
 - ✓ Out of School Youth (OSY)
- Transition Analysis – K to 12
- Equity (Enrolment)
 - ✓ ALS
 - ✓ IPED
 - ✓ ALIVE
 - ✓ SNED
- Quality
 - ✓ Reading and Numeracy
 - ✓ NAT
 - ✓ ALS Completers and Passers

b. Presentation of Commitments in SIP;

c. Review of SIP strategies and presentation of outputs;

d. Implementation Audit of Programs, Projects and Activities Presentation of Outputs;

e. Root Cause Analysis;

f. Stock-taking Analysis (Stop, Continue, Modify); and

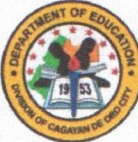
g. Timeline Setting.

6. The **first meal** shall be **dinner on August 31**, followed by breakfast, lunch, and dinner with morning and afternoon snacks on **September 1 to 3, 2025**.

7. The **venue** and **other additional important details** shall be provided in the next memorandum.

8. For more details and information please see attached regional memorandum (RM No. 475, s. 2025).

9. Expenses relative to the conduct of this activity shall be charged against local school funds, subject to the usual accounting and auditing rules and regulations.



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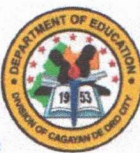
10. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

11. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: DO No. 24, s. 2022 and RM No. 475, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION
DM030-SGOD-PR-BASEN/ conduct of opcrf crafting and sip midterm review and revision
July 30, 2025

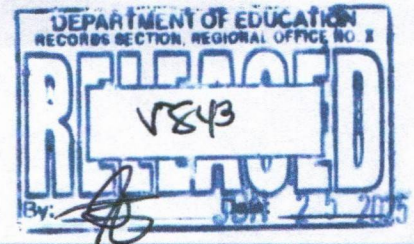


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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



June 23, 2025

REGIONAL MEMORANDUM
No. **475**, s. 2025

CONDUCT OF MIDTERM REVIEW OF THE REGIONAL EDUCATION
DEVELOPMENT PLAN (REDP) AND DIVISION EDUCATION
DEVELOPMENT PLAN (DEDP)

To: Assistant Regional Director
Functional Division Chiefs
Schools Division Superintendents
All Others Concerned

1. Regarding **DepEd Order No. 24, s. 2022**, titled **Adoption of the Basic Education Development Plan 2030**, under Monitoring, Evaluation, and Adjustment Mechanisms, the BEDP Monitoring, Evaluation, and Adjustment (MEA) Framework outlines the scope (outcomes, intermediate outcomes, strategies, and enabling mechanisms) of monitoring and evaluation from 2022 to 2030.

2. Hence, this Office, through the Quality Assurance Division (QAD) and Policy, Planning, and Research Division (PPRD), will facilitate the **Conduct of the Midterm Review of the Regional Education Development Plan (REDP) and Division Education Development Plan (DEDP)** through the following activities:

A. Prewrite Activity (RO and SDO)

Date	Participants		Venue
	SDO	RO	
August 5	SDO-SEPS M&E and Planning Officer	QAD Chief and EPSs, PPRD Chief, EPS, Planning Officer, SEPS, Statistician	TBA

B. REDP/DEDP Proper

Date	
REDP	DEDP
August 12-14	August 19-21

3. Here are the designated participants for the activity:

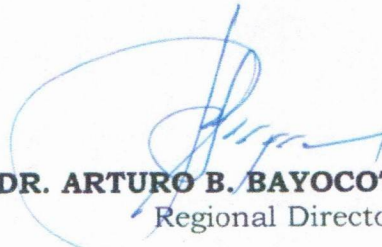
a. Regional Education Development Plan (REDP)		
Office	Position/Designation	Number
ORD	Regional Director	1
OARD	Assistant Regional Director	1
CLMD	SDS, CES, EPS	13
PPRD	CES, EPS, RPO, EPS II, Statistician	5
FIN	CAO, Budget Officer	2
AD	CAO, AO V	2
FTAD	CES, EPS	2
QAD	CES, EPS	8
HRDD	CES, EPS	4
ESSD	CES, Medical Officer IV, Dentist, Regional Engineer, DRRM Coordinator, Youth Formation Coordinator, Child Protection Focal Person, Nutritionist	8
Total		46

b. Division Education Development Plan (DEDP)		
Office	Position/Designation	Number
SGOD	CES, EPS, DPO, Engineer III, ITO, SEPS in Planning & Research, SEPS in M&E, SEPS in HR, Project Development Officer II (DRRM), Medical Officer III, Dentist II, Youth Formation Coordinator, SBFP Coordinator	13
CID	CES, EPS	12
Total		25

4. The activity aims to facilitate the following:
 - a. Review the Regional/Division Educational Development Plan (REDP/DEDP) implementation;
 - b. Utilize the Monitoring, Evaluation, and Adjustment (MEA) Framework to measure performance and processes;
 - c. Provide a roadmap for school improvement; and
 - d. Validate the achievements and accomplishments based on the REDP and DEDP targets.
5. The attached document contains an Indicative Schedule for the REDP, which can be found in the Annex 1. The Schools Division Offices (SDOs) may choose to adopt this schedule as it is or adjust and tailor it according to their specific context and needs.
6. The participants' meals on July 24 and August 19-21, which will include breakfast, lunch, and dinner with morning and afternoon snacks shall be charged to the RO funds. Local funds shall defray the costs for the SDO participants' accommodation, transportation and other incidental expenses subject to the usual accounting and auditing rules and regulations.
7. The first meal shall be breakfast on July 24 and the last meal shall be afternoon snacks for the prework activity. During the actual REDP on August 19-21, breakfast will again be the first meal, with afternoon snacks as the final meal.
8. Following the completion of the review process for the REDP and the DEDP, the Schools Division Office (SDO), through the School Governance and Operations Division (SGOD), and the Regional Office (RO), through the Policy, Planning, and Research Division (PPRD), are expected to prepare and submit a consolidated report. This report shall encapsulate the key findings, insights, and recommendations derived from the review activities and must be formally addressed to this Office. The submission should adhere to the prescribed format and guidelines provided, ensuring consistency and completeness of data across all divisions and regions.
9. For the entire duration of the activity, all the participants shall adhere to Office Order 1, s. 2020 on this Office's Implementation of Equal Opportunity Policy (EOP), regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, and political affiliation.

9. For further clarifications, contact the QAD Chief or PPRD Chief via email at qad.region10@deped.gov.ph or at (088) 856-3932.

10. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

MONITORING MIDTERM REVIEW

QAD/noel

Annex 1

Indicative Schedule of Activities
REDP MID-TERM REVIEW
August 12, 2025

Date & Time	Activity/Topic	Output	In-charge
Day 1			
9:00 am – 9:30 am	Opening Program		
9:30 am – 9:40 am	Statement of Purpose Overview of REDP/DEDP/SIP Midterm Review		Regional Office: QAD & PPRD SDOs: SGOD Chief Schools: School Heads
9:40 am – 12:00 nn	Presentation of Targets and Actual Performance (Key Performance Indicators) • Access ✓ Net Intake Rate Kindergarten, Elementary, JHS & SHS ✓ Gross Intake Rate Kindergarten, Elementary, JHS & SHS ✓ Completion Rate Elementary, JHS & SHS		Regional Office Presenter: Chief Rogelio C. Evangelista Ppt In-Charge: Mr. Rodolfo R. Bayeta Jr SDO Presenter: SGOD Chief Ppt In-charge: DPO Schools Presenter: School Heads

Date & Time	Activity/Topic	Output	In-charge
	✓ Cohort Survival Rate – Elementary, JHS & SHS ✓ School Leaver Rate - Elementary, JHS & SHS ✓ Repeaters Kindergarten, JHS & SHS ✓ OSY		
12:00 nn – 1:30 pm	Lunch Break		
1:30 pm – 3:30 pm	Transition Analysis – K to 12		Regional Office Presenter: Chief Rogelio C. Evangelista Ppt In-Charge: Mr. Rodolfo R. Bayeta Jr SDO Presenter: SGOD Chief Ppt In-charge: DPO Schools Presenter: School Heads
3:30 pm – 5:00 pm	• Equity (Enrolment) ✓ ALS ✓ IPed ✓ ALIVE ✓ SNED		Regional Office Presenter: Chief Rogelio C. Evangelista Ppt In-charge: Brigitte Xyra D. Cabanes

Date & Time	Activity/Topic	Output	In-charge
			SDO Presenter: SGOD Chief Ppt: DPO Schools Presenter: School Heads
Day 2			
8:30 am – 9:00 am	Recap of Day 1 and Agenda Setting for Day 2		
9:00 am – 12:00 nn	• Quality ✓ Reading & Numeracy ✓ NAT ✓ ALS Completers & Passers		Regional Office Presenter: Chief Rogelio C. Evangelista Ppt In-charge: Jick Lloyed M. Melloria SDO Presenter: SGOD Chief Ppt: DPO Schools: Presenter: School Heads
12:00 nn – 1:30 pm	Lunch Break		
1:30 pm – 3:00 pm	Presentation of Commitments in REDP	Signed Commitments	Regional Office Presenter: Dr. Marivic D. Labitad SDO Presenter: SGOD Chief

Date & Time	Activity/Topic	Output	In-charge
			Ppt In-charge: DPO Schools Presenter: School Heads
3:00 pm – 5:00 pm	Workshop 1: Review of REDP/DEDP/SIP Strategies Presentation of Outputs	List of Reviewed REDP/DEDP/SIP Strategies	Regional Office Presenter: Dr. Marivic D. Labitad Ppt In-charge: Ana Belen S. Muring SDO Presenter: SEPS M&E Ppt In-charge: DPO
			Schools Presenter: School Heads
Day 3			
8:30 am – 9:00 am	Recap of Day 2 and Agenda Setting for Day 3		
9:00 am – 11:00 am	Workshop 2: Implementation Audit of Programs, Projects and Activities Presentation of Outputs	Accomplished Checklist	Regional Office Presenter: Dr. Jesus V. Muring Ppt In-charge: Brigitte Xyra D. Cabanes SDO: Presenter: SEPS M&E Ppt In-charge: DPO

Date & Time	Activity/Topic	Output	In-charge
			Schools: Presenter: School Heads
11:00 am – 12:00 nn	Workshop 3: Root Cause Analysis	Root Cause Analysis Report	Regional Office Presenter: Reinante Noel N. Pelagio SDO Presenter: SEPS M&E Ppt In-charge: DPO Schools Presenter: School Heads
12:00 nn – 1:30 pm	Lunch Break		
1:30 pm – 2:30 pm	Continuation of Workshop 3 Presentation of Outputs		
2:30 pm – 3:30 pm	Workshop 4: Stock-taking Analysis (Stop, Continue, Modify)	Revised PPAs	Regional Office Presenter: Reinante Noel N. Pelagio Ppt In-charge: Jick Lloyed M. Melloria SDO Presenter: SEPS M&E Ppt In-charge: DPO

Date & Time	Activity/Topic	Output	In-charge
			Schools Presenter: School Heads
3:30 pm – 4:30 pm	Workshop 5: Timeline Setting	Gantt Chart/Road Map	Regional Office Presenter: Dr. Marivic D. Labitad SDO: Presenter: SGOD Chief Ppt In-charge: DPO Schools: Presenter: School Heads
4:30 pm – 5:00 pm	Closing Program		Dr. Jesus V. Muring