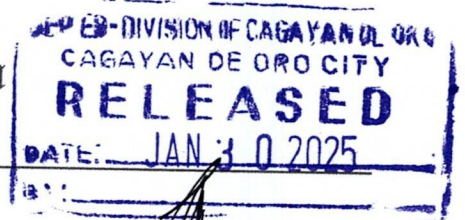




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



30 Jan 2025

DIVISION MEMORANDUM
No. 95 s.2025

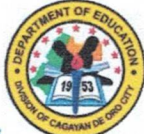
SUBMISSION OF MOVs for 2024 SDO-OPCRF

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
This Division

1. Relative to the submission of the 2024 SDO-OPCRF with MOVs to the Regional Office, the following focal personnel are requested to submit a hard copy of the required MOVs to Amor A. Radaza of SGOD.
2. Attached is the list of the required MOVs and the designated focal person in-charge.
3. 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.
4. This Office directs immediate compliance to this memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: N o n e



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



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

Office of the Schools Division Superintendent

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

2024 SDO-OPCRF

OM-005-SGOD-SMME-APAR
January 30, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2

2024 SDO-OPCRF

Objectives	I. Curriculum Implementation	Focal Person/In-charge
1.1 Ensure effective management and implementation of curriculum in the SDO in compliance with quality standards	1.1 COT (Accomplished checklist of competencies delivered; Summary of Rating) 7S (Accomplishment Report) Quarterly Report Budget of Work (Competencies) Accomplished Checklist	PSDS per District
1.2 Ensure effective management and implementation of learning assessments in schools and learning centers for better learning outcomes.	1.2 Test Results with Data Analysis (Analyzed and Characterized)	EPS -All Subject Areas
1.3.1 Manage the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources	1.3.1 Copy of Learning Resource (LR Form 1-10) on Development of Contextualized LR's Distribution List Logbook	Rochelle A. Luzano
1.3.2 Enhance the utilization of learning resources provided by the Central, Regional, Division Offices to address learning gaps based on RAT/NAT/DAT Results, Reading/Literacy and Numeracy Assessments.	1.3.2 SF 3 Distribution Lists Borrower Ships School Libraries/Library Hubs Logbook Quarterly Inventory Reports Frequency Usage Report LR Portal Users	Rochelle A. Luzano
1.4 Strengthen the monitoring of opportunities offered to elevate and enrich learners' academic development and performance through the conduct and implementation of applicable, relevant, and appropriate co-curricular activities such as Campus Journalism, Festival of Talents, Science & Technology Fair, Story writing, Debates, Spelling Bee, and other related activities	1.4 School Publication Matrix of Activities signed by the Head of Office Certificate of Participation Accomplishment Report with Pictures (District, Division, Regional & National events)	Phoebe W. Taruc Jerly H. Eluna Evelyn Q. Sumanda PSDS per District
1.5 Optimize the implementation of Division-wide educational initiatives: Reading, Arithmetic Enhancement with Gratuity (RAEG), Rapid, Outcome-based & high-yielding assessment (ROY), Reflective Observation and high-yielding instructional supervision, Rhapsody of Youth, and Robotics Outreach for You	1.5 Monthly Accomplishment Report with pictures per grade level with description/labels submitted online (Tatak ROY initiatives)	Phoebe W. Taruc Jerly H. Eluna Ray O. Maghuyop Evelyn Q. Sumanda PSDS per District

1.6 Intensify the monitoring and supervision of schools to ensure the implementation of Special Curriculum Programs such as SPJ, Special Science School, Alive, IPED, SNED, ALS, Multigrade, SPA, SPS, SPFL,, STEVP, OHSP, ELLN, Madrasah	1.6 Monitoring report of Program Holders	Ray O. Maghuyop Shirley T. Merida January Gay T. Valenzona Juan A. Mingo Paraída D. Orangot
1.7 Enhance assessment tools to accurately diagnose learners' performance and achievements across learning areas fostering a data-driven approach that guides the implementation of customized educational strategies	1.7 Pre and Post Test Results with analysis submitted online (Diagnostic Results and Final Exam)	All PSDS
2.1 Translate the National Education Development Plan, Regional Basic Education Plan (RBEP), and DEDP into strategic directions in support for school management and operations	2.1 Copy of DEDP Summary of Schools with approved SIP, AIP and WFP Funds Utilization reports	Roy H. Lumban PSDS Rodel S. Megollas
2.2 Ensure the operationalization of the L&D System in the SDO.	2.2 Five PRC or NEAP approved or accredited training programs	Derrold Marl S. Aves
2.3 Establishment of systems and processes aligned under the four pillars of PRIME HRM	2.3 Indorsements, Evaluation Reports, Recommendation for conferment	Risa Bea Socorro M. Borres
2.4 Ensure a healthy learning environment for the teaching and non-teaching personnel through the implementation of six (6) health flagship programs in schools	2.4 School Monitoring Report (6 Flagship Programs) Documentation of Program Implementation Report on Utilization of Downloaded funds	Dr. Baldomero Mark S. Meso
2.5 Implement and manage learner support services such as youth development, sports development, Scouting, DRRM programs, and the Child-Friendly School System, emphasizing Right-based Education (RBE).	2.5 Narrative Report, Orientation on Child-Friendly School System (CFSS) Preventive Maintenance Report and Plan DRRM Action Plan & Monthly Report Program Implementation Reports on various learner support services (Youth Formation Development Program) (Sports Development) Health and Nutrition Program	Roy H. Lumban Engr. Ely Mamacalay Ryan Q. Blanco Jairus John M. Gochuco Jerry P. Taruc Dr. Baldomero Mark S. Meso

2.6 Ensure access to adequate, disaster resilient, and safe buildings and ground facilities compliant to the prescribed standards	2.6 Certificate of completion and certificate of acceptance	Engr. Mamacalay
3.1 Properly and promptly provide personnel action and compensation	3.1 (Logbook and Online) Summary List of Appointed personnel, Retirees, Reassigned, Deceased, FORM 7, Division Paid Payroll, Digitization of Service credit submission and processing and FORM 6	Efren B. Facun Joanne Ruth S. Madela Darlene Palamine Nida D. Mandawe
3.2 Establish and maintain an updated, accurate, well-planned, and coordinated system for records management and general services.	3.2 Focal Person: Records Officer Receiving and Releasing Staff Document Tracking System Document Master List Quarterly Inventory of logbooks (Transmittal on received and released) Executive Summary	Records Officer-Kristian B. Murillo
3.3 Provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd.	3.3 Logbooks, Distribution list, ICS, PAR, PTR and Other Issuance forms	Supply-Ignacio Gabule
3.4 Ensure compliance with the procurement laws/guidelines.	3.4 Logbooks, File Copy of Procurement documents Soft copy of Monitoring documents and proof of submission	Supply-Ignacio Gabule BAC-Baby Jane Nangcas
4.1 Provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools.	4.1 BFARs Financial Statement Status of Cash Advances Status of MOOE downloading to schools Statement of Audit Suspensions, Disallowances and Charges (SASDC)	Accounting-Arnel Calubag
5.1 Provide legal and technical assistance to the SDS, ASDS, other officials of the Division in relation to the performance of their functions, and other stakeholders including review of contracts, MOA and other instruments	5.1 Logbooks	Legal-Atty. Del Puerto PSDS

5.2 Evaluate complaints and conduct investigation on cases filed against non-teaching personnel.	5.2 Endorsement of Fact Finding Result or Formal Charge Report	Legal-Atty. Del Puerto PSDS
5.3 Draft actions/endorsements on complaints and letters for signature of the SDS in accordance with the provisions of the law and DepEd rules and regulations.	5.3 Written drafts/Endorsements of compliants (fact-finding)	Legal-Atty. Del Puerto PSDS
5.4 Conduct investigations of complaints against teaching personnel as may be delegated by the RO.	5.4 Endorsement on Fact-Finding Report (Conduct Investigation)	Legal-Atty. Del Puerto PSDS
6.1 Manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations.	6.1 M&E Report on Internet Connectivity and Electricity M&E Report on Functional DCP packages M&E Report on DCP Delivery FY 2020-2021 M&E on National Learning Camp Assessment Learning Centers with computer Laboratories Screenshots on the running systems Attach result of User satisfaction Memo /Letter Requests on DCP repair and maintenance	M&E-Eleanor Consejo H. Rollan ITO-James Robert Z. Sijo
6.2 Manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems.	6.2 List of DCP Receipients per FY Distribution List of DCP Maintenance and Receipients Account Management Console NLCA Bulk Account Enrolled NQESH List of Participants for TA	ITO- James Robert Z. Sijo HRTD-Derrolld Marl S. Aves
6.3 Provide technical support in the management of Learning Resource Management System (LRMDS)	6.3 TA Request Form Responses (online) Emails Screenshots or pictures of communications with the clients Logbook, TA Request Form with signature (hardcopy) Memo, Attendance Sheets PR/RIS of all repair processed	LRMDS-Rochelle A. Luzano

6.4 Coordinate with the Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs.	6.4 DCP PCF Utilization Report 2022 DepEd ICT Project Proposal 2023 DCP 2020, Continuing funds and 2021 Monitoring Report Certification of received DCP items from schools delivered by Third Party Logistics Services Survey on Internet connection and electricity data Proposed DCP 2022, 2023, and 2024 Recipients Certificate of Appearance/Participation/Virtual Meetings Screenshots/Memo PNPKI form submission and accomplishment	ITO-James Robert Z. Sijo
7.1 Establish and maintain systems and processes geared towards administrative effectiveness and efficiency through implementation of ISO	7.1 Documentation of Process (ISO)	OSDS-Risa Socorro Bea Borres SGOD & CTD-Nida Mandawe
7.2 Manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the Division level.	7.2 PMIS Report BAR 1 Report PIR/MEA Report Screenshots of Repository Report submitted online PPAs Accomplishment Report	M&E-Eleanor Consejo H. Rollan
7.3 Promote a culture of excellence, innovation, and collaboration.	7.3 5 Recognition Initiatives	HR-Derrold Marl S. Aves
7.4 Manage the timely and accurate release of information, and communication materials	7.4 Screenshots of memo repository Sample infographics FAQs Screenshot of DepEd Tayo FB Account Screenshot of the website	Records Officer-Kristian B. Murillo ICT Team-Nida Mandawe
7.5 Conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.	7.5 RPMS-PMS Calendar of Activities Division Memoranda Minutes of the Activity Attendance Sheets Training/Completion Reports and Documentation	M&E-Eleanor Consejo H. Rollan HRTD-Derrold Marls S. Aves
8.1 Ensured performance of other functions	8.1	

as may be assigned by higher office. (PIO)

Accomplishments
Hosted-RSPC, RFOT
Served as committee member for 3 Regional Committees

Phoebe W. Taruc
Jerly H. Eluna
Evelyn Q. Sumanda