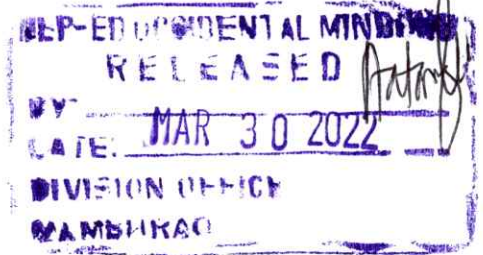




Republic of the Philippines
Department of Education

MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

March 30, 2021

DIVISION MEMORANDUM

No. 000129, s. 2022

**EVALUATION TOOL AND MEANS OF VERIFICATION REQUIREMENTS OF THE
SCHOOL HEAD'S OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM
(OPCRF) FOR SCHOOL YEAR 2021-2022**

**TO: OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned**

1. Pursuant to DepEd Order No. 2, s. 2015 titled "**Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education**", the Schools Division of Occidental Mindoro provides guidance to Performance Management Teams in the evaluation of the Office Performance Commitment and Review Form (OPCRF) of the School Heads in public elementary and secondary schools of the Division.
2. There will be Division and District/Cluster Performance Management Teams which will be capacitated and designated to evaluate, verify, and recommend ratings of performance of schools based on plans, targets, and commitments, submitted documents, and all other means of verification (MOVs) pertinent to the school's OPCRf, School Improvement Plan and School Management Level of Practice. The teams shall utilize the evaluation tool, copy of which is attached as reference in determining the corresponding equivalent rating per key results areas, objectives, and indicators.
3. All School Heads are advised to continue documenting, collecting, and arranging MOVs according to rubrics that will help facilitate easy evaluation and assignment of corresponding points and rating.
4. Further, all District Supervisors are requested to identify and recommend the composition of district and cluster teams. They shall be:

OIC-ASDS/rsm/03/30/2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
📘 DepEd Tayo Occidental Mindoro

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Positions	District/Cluster PMT
Chairperson	The PSDS shall automatically be designated as chairperson of the District /Cluster PMT)
Members:	<ol style="list-style-type: none"> 1. Principal (High School) 2. Principal (High School) 3. Principal (High School) 4. Principal (Elementary) 5. Principal (Elementary) 6. Principal (Elementary) 7. Head Teacher – School Head (High School) 8. Head Teacher – School Head (High School) 9. Head Teacher – School Head (High School/Elementary) 10. Head Teacher – School Head (Elementary) 11. Head Teacher – School Head (Elementary) 12. Teacher-in-Charge (Elementary) 13. Teacher-in-Charge (High School)
Observer:	PTA / SGC Officers (<i>Optional</i>)
Secretariat:	<ol style="list-style-type: none"> 1. Administrative Officer (High School) 2. Administrative Officer (High School) 3. Administrative Officer (Elementary/Cluster of Elem Schools) 4. Administrative Officer (Elementary/Cluster of Elem Schools)
<p><i>Note: Of the recommended members, only six (6) regular members shall be designated. All PSDSs are advised to not limit the recommended members of the Team To be submitted on or before March 21, 2022 to SDO, Attn: Office of the ASDS.</i></p>	

5. Furthermore, there will be district/cluster validation of the MOVs against the OPCRf to be scheduled within July 4 - 15, 2022. Anyone from the Division PMT must be present during the district/cluster validation to provide technical support and guidance. All OPCRfs in four copies with 1 set of MOVs must be submitted to the Schools Division Office, Attn: Office of the ASDS on or before July 25, 2022.

6. An orientation of the members of the District PMT shall be held in June, 2022 to clarify information and provide guidance on the validation procedure of every MOV of the OPCRf. A separate memorandum shall be issued to this effect.

7. Food and travel expenses relative to the conduct of the said activities shall be charged to Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.

8. For immediate and wide dissemination.


LYNN GOZAR-MENDOZA
 OIC-Schools Division Superintendent

Reference: As stated

Inclosure: None

To be included in the perpetual index under the following subjects:

PERFORMANCE

RATING

EVALUATION

VALIDATION

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Enclosure 1 to Division Memorandum No. _____, s. 2022

DIVISION PERFORMANCE MANAGEMENT TEAM

Chairperson: **RODEL S. MAGNAYE**
OIC-Assistant Schools Division Superintendent

Members: **RAQUEL D. GIRAO**
Chief Education Supervisor, CID

ANICETO M. PAROJINOG
Chief Education Supervisor, SGOD

DENNIS MICHAEL D. ABELEDA
Administrative Office V

MERRY ANN T. RAMIREZ
Accountant III

Planning Officer
(SEPS of PRS in case no Planning Officer III yet)

MARIE ROSE A. DELOS REYES
PESPA Representative

FRED E. MAGBANUA
NAPSSHI Representative

Secretariat: **EXY CARLA M. MEJIAS**
Administrative Officer IV – Personnel Unit

MICHAEL ANGELO D. VILLAR
Administrative Officer II – Personnel Unit

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Enclosure No. 2 to Division Memorandum No. ____ s. 2022

**Evaluation/Scoring Guide for School Head's OPCR
with corresponding MOV Requirements**

MFO	KRA	Objective	MOVs
Basic Education Services	Instructional Leadership (35%)	Accounted for learning outcomes of schools (and learning centers) vis-à-vis goals and targets – 5% (Target: Gain of ___ in all applicable forms of assessment)	Periodic Examination, Summative Tests, Phil-IRI Other Standardized Tests
		Performed instructional supervision to achieve learning outcomes - conduct classroom observation – 10% (Target: ___% of the teachers observed per quarter and given feedback/TA)	Instructional Supervisory Plans and Instructional Supervisory Reports
		Initiated and implemented localized curricular programs and interventions within the rating period / Formulates intervention programs for learners development: -best practices -innovations with proper documentation – 10% (Target: 1 for 1 school year – fully implemented with complete and necessary documentation)	Intervention Plan, Localized/Contextualized SLMs, Localized/Contextualized Standard Assessment Tool, Class Program, ADM – Weekly Learning Home Plan, Consolidated Reports on Learning Difficulties, home visits, Best Practices, etc
		Provided coaching/mentoring to improve teaching learning performance throughout the rating period – 10% (Target: 100% of the identified teachers (___ of ___) with need for TA were coached and mentored.)	Needs Assessment Results, TA Form / Report and Recommendation plus report when follow-up is conducted.
	Learning Environment (15%)	Provided safe and child friendly learning and school environment for students/learners Adhered to Child-Friendly environment standards and Programs – 15% (Target: All 5 requirements are met – Child friendly standards and programs, CPP with installed mechanisms and processes, ICT	School CPP Plans and Reports, DRRM checklist of compliance to standards, OK sa DepEd Plans and Report, Orientation on CPP with attendance sheet, workshop documentation, Functional ICT and LR centers, WINS /GPP certification from the school/district nurses, Updated Site Development

		workshop rooms as learning support system, LR, Centers, DRRM certification that school is compliant, adopted and implemented Oplan Kalusugan - OK sa DepEd) and has Safety Seal from the LGU/RHU.	Plan with signages, School Organizations, Clubs, Committees, School Info Dissemination/Bulletin Board/Transparency Board /SIC narratives/accomplishment report Completed 4 NSED participation with reports WINS compliance
Human Resource Management and Development (15%)		Conducted at least 1 SPPD-based INSET and 4 LAC Sessions within the rating period with complete documents: proposal, matrix, budget, terminal report – 5%	Complete INSET/LAC documents Proposal, Matrix, Budget, Terminal Report
		Provided technical assistance to teachers on matters pertaining to enhancement of classroom management, skills and instructional competence and to non-teaching personnel for support services within the RPMS cycle – 5% (Target: 100% of the teachers provided with TA either by the Sch Head or by MT or HT)	TA Report / Performance Monitoring and Coaching Form
		Developed standards for outstanding teachers/personnel and pupil performance – 2.5% (Target: At least 1 set of standards per rating period with Rubrics/Evaluation Tool, Selection Mechanics, and Results of the Selection Process, e.g. Certificate of Commendation or Recognition to Teachers or Personnel or Pupils)	Local Guidelines/criteria on selection for school awards, recognition, commendation Documentation Report School PRAISE committee accomplishments
		Provided opportunity to seek personal and professional growth within the set time frame – 2.5% (Target: At least 1 personnel of the school participated in a division, region or national level of L&D activity, program, course, orientation, training or seminar, or workshop/writeshop)	PDIS encoding report Summary of trainings, seminars, L&D opportunities attended by school personnel List of personnel undergoing/attending graduated courses/studies Report on Scholarship Grants List of teachers promoted
	Parents'	Established school and family and	DPDS Report (4 quarters)

	<p>Involvement and Community Partnership (10%)</p>	<p>community partnership for school performance - Has stakeholders partnership/mobilization plan (complete with reports and documentations of meetings, agreements) – 10% .(Target: At least 1 MOA or MOU or DOD or Memorandum of Support was signed; At least 2 Meeting of PTA Gen Assembly was facilitated by the PTA Officers, 1 Homeroom PTA Meeting per teacher-adviser was called)</p>	<p>Organizations/Committees with documentation of meetings conducted, plans, projects accomplished, equivalent amount/costing of donations, awards, supports, etc - Pictorials - Financial Statement - School Memo with organized committees - Deed of Donations/Acknowledgment Receipts/Acceptance; Memorandum of Support, - PTA Resolution; Proposed Projects/Plans - Records of participation in Community/school activities vice-versa - MOA/MOU</p>
	<p>School Leadership and Management Operations (20%)</p>	<p>Liquidated and submitted school's financial report on time and in accordance with DepEd policies and guidelines; no funds (MOOE or special funds) left unutilized – 5%</p> <p>Performed school leadership and management and operations functions – 5% (Target: updated and maintained LIS/EBEIS reporting, Grievance Machinery is functional; Safety Standards and Protocols implemented and observed; Priorities in the SIP reflected and attended in the AIP, SOB/MDP; LCP updated and implemented; school, classrooms prepared for the limited F2F classes with at least 4.20 rating.)</p> <p>SBM Level of Practice - 5% (Improvement of SBM Level: From L1 to L3 or L2 to L3= 5, Sustained Level 3 = 5, Sustained Level 2 = 4, From L1 to L2 = 4, Sustained L1 with complete</p>	<p>AIP, SOB and CDR with Certification from the Bookkeeper</p> <p>- LIS and EBEIS report - Grievance Machinery with record of hearings, if there is any - Modification/Realignment of Fund forms VS priorities - Approved BELCP - SSAT results - AWA availed by teachers - Sample IWP and IWAR submitted and checked - Performance Indicators - List of Issued School Memoranda</p> <p>SBM Level of Practice Certification Assessment Tool Results with Certification from SBM District Validating team and Division SBM Coordinator</p>

	documents = 3, L1 with few documents = 2, L1 / no documents at all = 1)	
	Conducted by SH or teachers at least 1 action research or basic research related to school concerns and priority improvement areas under any BERA within the rating period. -5%	-Certification from PRS or District Supervisor that a research is conducted bases of decision, plans, budgeting, etc -Copy of the research may be asked to be attached
Plus Factor - 5%	<p>Conducted any 2 outside the regular duties and functions, i.e. speaker, facilitator, consultant, writer, editor, critic within the rating period.</p> <p>Coordinatorship in the district level with action plan and accomplishment report/s.</p> <p>Awarded (SH, teacher, personnel, learner) in the district, division, region, national within the rating period, Award must be DepEd activity-based. Other awards not recognized by DepEd shall not be honoured.)</p> <p>Authorship, editorship, services rendered for wide circulation or use but did not affect regular duties and functions.</p> <p>Any other documents (outside the KRA) conducted during the rating period.</p> <p>Note: <i>Once used as plus factor, the document can no longer be used for ranking purposes.</i></p>	<p>-Certificates</p> <p>-Memoranda</p> <p>-Special Orders</p> <p>-Other supporting document</p>