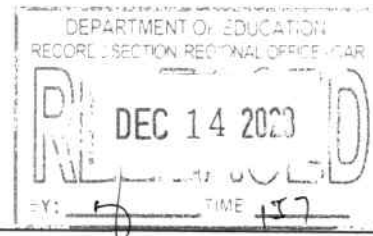




Republic of the Philippines
Department of Education
Cordillera Administrative Region



12 December 2023

REGIONAL MEMORANDUM

No. 742.2023

**2023 YEAR-END PERFORMANCE REVIEW AND EVALUATION FOR THE
SCHOOLS DIVISION OFFICES**

To: Assistant Regional Director
Schools Division Superintendents
Performance Management team
All Others Concerned

1. In cognizant to DepEd Order No. 2, s. 2015 *re.* Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office, through the Human Resource Development Division (HRDD) and Performance Management Team (PMT) will conduct the 2023 Year-End Performance Review and Evaluation of Office Performance Commitment and Review Forms (OPCRFs) of the Schools Division Offices at the NEAP R Hall on December 18, 2023 from 8:00 a. m. to 12:00 p.m.
2. The objectives of this activity are as follows:
 - a. assess year-end accomplishments versus targets per Key Result Area (KRA);
 - b. present the rated Version 3 Compendium aligned OPCRf of each Schools Division Office.
3. Relative to this, each SDO shall conduct the following preliminary activities in preparation for the abovementioned scheduled activity, specifically, preparing the appropriate Means of Verification (MOVs) per KRA/Indicator and for all SDOs to harmonize to strictly adhere to the required percentage per KRA.
4. Schools Division Offices are requested to submit their rated OPCRf along with (MOVs) with scanned MOVs per KRA/Indicator through car.personnel@deped.gov.ph on or before December 18, 2023 for review by the Performance Management Team.
5. Each KRA/Objectives must be supported with scanned MOVs embedded in the presentation as picture. It is further advised that Means of Verifications (MOVs) (Memoranda, Narrative/Pictorial Reports, Attendance Sheets, Manuals, Research Outputs, Terminal Reports, signed and notarized MOA/MOU, Publications, AIP/WFP/DEDP/REDP/BE-LCP/PSCP, Action Plans, Deed of Donations, and other acceptable MOVs) should be packaged based on Key Result Area (KRA) to facilitate validation and to justify the rating during the presentation.

6. Participants to this activity are the following:

Name	Office/ Participants	No. of Participants
Estela P. Leon -Cariño, CESO III	Regional Director	1
Ronald B. Castillo, CESO V	ARD, PMT Chair	1
Schools Division Superintendents	ALL SDOs	8
Asst. Schools Division Superintendents	All SDOs	8
Jennifer P. Ande	Chief ES, PMT	1
Georgina C. Ducayso	Chief ES, PMT	1
Maksim A. Botilas	Chief, AO PMT	1
Atty. Sebastian G. Tayaban	Chief, Finance	1
Edgar H. Madlaing	Chief, FTAD	1
Rosita C. Agnasi	OIC Chief, HRDD	1
Ethielyn E. Taqued	Chief, QAD	1
Clemente D. Bandao	OIC Chief, PPRD	1
Cornelia D. Adaci-Dulnuan	SAO, ASD	1
Cyrille Gaye B. Miranda	AOV, PAU	1
Jennelyn B. Kitongan	ManCom Secretariat	1
Rushel A. Minong	ManCom Secretariat	1
Melandro L. Payang	ManCom Secretariat	1
Janette O. Payang	ManCom Secretariat	1
SDO Drivers	All SDOs	8
Florence E. Balictan	EPS Representative, PMT	1
Cristina L. Paquit	SAO, PMT	1
Eleonora A. Albidas	AO V, PMT Secretariat	1
Emmanuela M. Gabol	EPS II, PMT Secretariat	1
Dumas D. Aban	AO II, PMT Secretariat	1
Marvin John C. Flores	ADAS 1, PMT Secretariat	1
Sasha Joseph L. Daganos	HRDD PMS Focal	1
TOTAL		47

7. Each SDO shall be given twenty (20) minutes to present their rated OPCRf. Another fifteen (15) minutes shall be given to the PMT members to review, evaluate and give feedback.

8. Meals (lunch) and snacks (a.m. and p.m.) shall be charged against Regional MOOE subject to the existing budgeting, procurement, accounting and auditing rules and regulations.

9. For inquiries and clarifications, all concerned may contact HRDD-NEAPR OIC-Chief Rosita C. Agnasi through mobile number 09218799962.

10. Immediate dissemination of and strict compliance to this Memorandum is highly enjoined.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

For the Regional Director:



RONALD B. CASTILLO, CESO V
Assistant Regional Director