



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

14 July 2023

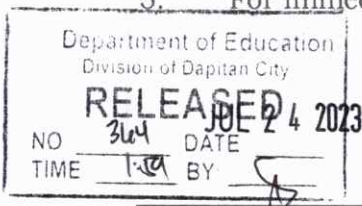
OFFICE MEMORANDUM

NO. *364*, s. 2023

**CONDUCT OF MID-YEAR PERFORMANCE REVIEW OF  
2023 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORMS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD & CID)  
Education Program Supervisors & Specialists  
Division Performance Management Team (PMT)  
SDO Section Heads and Employees

1. In adherence 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 Division Performance Management Team (PMT), will conduct the **Mid-Year Performance View of 2023 Office Performance Commitment and Review Forms (OPCRFs)** on **August 08, 2023**, Tuesday, 8:30 a.m. at the Division Office Conference Hall.
2. The objectives of this activity are as follows:
  - a) present the mid-year accomplishments based on the 2023 OPCRf of each functional division (OSDS, CID, SGOD);
  - b) review or evaluate the OPCRfs in terms of accomplishments of targets, issues encountered, and means of verification (MOVs) per key result area (KRA); and
  - c) discuss other important matters.
3. Anent this, the SDO Functional Divisions shall conduct the following preliminary activities in preparation for the abovementioned scheduled activities:
  - a) conduct a mid-year performance review and evaluation of the 2023 OPCRf and IPCRFs of each employee in their respective offices (OSDS, CID, SGOD) on the first week of August 2023;
  - b) prepare MOVs per objective/indicator and per KRA; and
  - c) submit the pre-accomplished OPCRf with MOVs to the Division PMT (c/o ASDS office) on or before August 4, 2023.
4. Each functional division chief / head shall be given 15 minutes to present his/her OPCRf in a PowerPoint presentation (link: [bit.ly/2023-MYPR](https://bit.ly/2023-MYPR)). Another 15 minutes shall be given to the assigned validator and Division PMT members to review, evaluate and give feedback.
5. Participants to this activity are the Top Management, Division Performance Management Team (PMT), OSDS Section Heads, CID Chief, SGOD Chief and all Education Program Supervisors and Specialists and Program Owners.
5. For immediate and widest dissemination.



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**Presentation Template: (download the PowerPoint file via [bit.ly/2023-MYPR](https://bit.ly/2023-MYPR))**

Functional Division: \_\_\_\_\_

KRA	Objectives	KPIs / Targets	Accomplishment as of June 30, 2023
Sample: Curriculum Management	Improves/Leads in the curriculum enhancement and enrichment incorporating cultural values and wisdom	59 schools monitored and evaluated / supervised	50 of 59 (85%) of schools monitored and evaluated / supervised
		10 training designs related to curriculum developed and implemented	10 training designs developed and implemented

**CY 2023 MID-YEAR PERFORMANCE REVIEW OF OPCRFs**  
**August 8, 2023**

**ORDER OF PRESENTATION**

TIME	PARTICULARS	PERSONS INVOLVED
8:30 a.m. – 9:00 a.m.	Preliminaries	TWG
9:00 a.m. – 10:00 a.m.  <b>Office of the Schools Division Superintendent (including OSDS Proper, Administrative, Finance and ICT Services)</b>	Presentation of OPCRFs and MOVs	SDS / ASDS OSDS Section Heads
	Feedbacking, Review and Evaluation and Validation	Division PMT & SEPS SMME
10:00 a.m. – 11:00 a.m.  <b>School Governance &amp; Operations Division (SGOD)</b>	Presentation of OPCRFs and MOVs	SGOD Chief, Education Program Specialists and SGOD Section Heads and Program Owners
	Feedbacking, Review and Evaluation and Validation	Division PMT & SEPS SMME
11:00 a.m. – 12:00 n.n.  <b>Curriculum Implementation Division (CID)</b>	Presentation of OPCRFs and MOVs	SDS / ASDS OSDS Section Heads
	Feedbacking, Review and Evaluation and Validation	Division PMT & SEPS SMME



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