DIVISION MEMORANDUM

No. 086, s. 2020

TO: Assistant Schools Division Superintendent/ OIC, Office of the ASDS
Chief Education Supervisors, SGOD & CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Others Concerned

FROM: NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

SUBJECT: Compliance to the Required Adjustment and Implementation of Office Performance Commitment and Review Form (OPCRF) Responsive to the New Normal Situation

DATE: May 11, 2020

1. In order to cope with the challenges of the “new normal” situation of Philippine Educational System brought about by COVID-19 pandemic, and in support of the Division Learning Continuity Plan of the Schools Division of Palawan, this Office hereby orders all school heads to review and adjust their performance objectives and targets for S.Y. 2020-2021 as indicated in their Office Performance Commitment and Review Form.

2. The OPCRF of the school heads shall be adjusted and modified based on the requirements of the “new normal” including the use of multi-modal delivery of basic education services, improvement school learning environment, and implementation of preventive measures to secure the health and safety of the learners and personnel.

3. The revised and adjusted OPCRF of all school heads shall be submitted to the Schools Division Office (attention: HRD Section) on or before May 29, 2020.

4. Monthly Monitoring of accomplishments of the school heads based on the submitted OPCRF will also be implemented to determine if the target outputs, deliverables and schedules are met.

5. Attached are the sample OPCRF and Monthly Monitoring Form for the new normal situation.

6. Immediate dissemination of and strict compliance with this Memorandum are directed.

“*It is easier to build strong children than to repair broken men.*”

-Frederick Douglas
### Office Performance Commitment and Review Form (OPCRF)

<table>
<thead>
<tr>
<th>KRA</th>
<th>1. Facilitated the implementation and contextualization of K to 12 curriculum that enhance teaching and learning under new normal situations.</th>
<th>Year Round</th>
<th>10%</th>
<th>Facilitate the implementation of school learning continuity plan.</th>
<th>Monitor, assess and evaluate the progress of school learning continuity plan.</th>
<th>Perform year-end assessment and evaluation of SLCP relative to teaching-learning.</th>
<th>Q</th>
<th>E</th>
<th>T</th>
<th>AVE</th>
<th>SCORE</th>
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<tbody>
<tr>
<td></td>
<td>2. Performed appropriate instructional supervision in the new normal setting of basic education services to achieved the desired learning outcomes and performance standards.</td>
<td>Year Round</td>
<td>5%</td>
<td>Ensure the non-F2F delivery mode of instructional (online/ offline delivery, modular, TV, radio, use of DepEd Commons in accordance to LCP).</td>
<td>Provide technical assistance and supervision to all teachers and school personnel relative to quality instructions.</td>
<td>Conduct instructional supervision quarterly as indicated in the performance cycle/school learning continuity plan.</td>
<td>Q</td>
<td>E</td>
<td>T</td>
<td>AVE</td>
<td>SCORE</td>
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<td>3. Ensured alignment of curriculum instruction, resources and promoted varied assessment to measured learners performance.</td>
<td>Year Round</td>
<td>5%</td>
<td>Ensure the alignment of curriculum instruction and school resources based on the SIP-AIP.</td>
<td>Establish mechanism on the efficient and effective procurement of supplies relative to curriculum instruction.</td>
<td>Facilitate quarterly assessment and evaluation of curriculum instruction against the utilization of school resources.</td>
<td>Q</td>
<td>E</td>
<td>T</td>
<td>AVE</td>
<td>SCORE</td>
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**KRA 2 (20%)**

| KRA | 1. Applied principles of leadership and management (SBM) to the campus physical plant and support system (DRRM) to ensure safe and effective | Year Round | 10% | Reconfigure the learning facilities and other support | Ensure at least 80% of required facilities, equipment | Facilitate and submit quarterly report on the assessment of | Q | E | T | AVE | SCORE |

**Office Performance Commitment and Review Form (OPCRF)**

| Name of Employee: | ______________________________ |
| Position: | ______________________________ |
| Bureau/Center/Service/Division: | ______________________________ |
| Rating Period: | ______________________________ |

**Name of Rater:** ______________________________

**Position:** ______________________________

**Date of Review:** ______________________________

**Bureau/Center/Service/Division:** ______________________________

**Rating Period:** ______________________________

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<tr>
<th>MFQs</th>
<th>KRAs</th>
<th>OBJECTIVES</th>
<th>TIMELINE</th>
<th>Weight per KRA</th>
<th>PERFORMANCE INDICATORS</th>
<th>ACTUAL RESULTS</th>
<th>RATING</th>
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<tr>
<td>KRA 3 (20%) Human Resource Management</td>
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<tr>
<td><strong>1. Implemented staff evaluation and development system (PPST Based - RPMS) to improve the performance of the school personnel.</strong></td>
<td>Year Round</td>
<td>10%</td>
<td>Recalibrate all existing targets and plans and align to new normal conditions. Ensure 100% zero casualty during disaster. Facilitate assessment and review SDRRM master plan every quarter.</td>
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<tr>
<td><strong>2. Selected and implemented appropriate models for supervision and staff development and applied legal requirement for personnel management and promotion.</strong></td>
<td>Year Round</td>
<td>5%</td>
<td>Provide opportunities for teaching and non-teaching personnel for their professional growth in terms of research, studies, training, promotions, and reclassification, etc. Ensure at least 80% participation of school personnel in staff development program. Prepare and submit annual report of career pathing and development program of school personnel.</td>
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<tr>
<td><strong>3. Developed needs - based master plan, training design and resource package for identified priority needs of teachers and non-teaching personnel.</strong></td>
<td>Year Round</td>
<td>5%</td>
<td>Facilitate the implementation of Self-Assessment Tool (SAT) of school personnel. Ensure 100% accomplishment of SAT to determine the strength and weaknesses of school personnel. Provide resource package based on the approved AIP at the beginning of RPMS cycle.</td>
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<th>KRA 4 (15%) Parent Involvement and Community Partnership.</th>
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<tbody>
<tr>
<td><strong>1. Created campus culture of shared governance by facilitating the physical facilities development of the school that is shared and supported by the school community.</strong></td>
<td>Year Round</td>
<td>10%</td>
<td>Strengthen the level of practice of School Based Management (SBM) that is shared and supported by internal and external stakeholders. Ensure at least 80% involvement of internal and external stakeholders. Prepare and submit an honest and transparent SBM report annually.</td>
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<td>KRA 5 (15%)</td>
<td>School Leadership, Management and Operations</td>
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<tr>
<td>1. Applied principles of effective leadership and management in relation to school budgeting, personnel, resource utilization, financial management and technology use.</td>
<td>Year Round</td>
<td>10%</td>
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<tr>
<td>2. Strengthened the SBM level of practice from Level 1 to 2 or 3 in accordance with IATF protocols and School Learning Continuity Plan.</td>
<td>Year Round</td>
<td>5%</td>
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<tr>
<th>KRA 6 (10%)</th>
<th>Plus Factor</th>
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<tbody>
<tr>
<td>1. Improved SBM Level of practice from Level 1 to 2 and Level 2 to Level 3.</td>
<td>Year Round</td>
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**OVER ALL RATING FOR ACCOMPLISHMENT**

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**Rater**

**Ratee**

**Approving Authority**
MONTHLY PERFORMANCE MONITORING BASED ON THE SCHOOL LEARNING CONTINUITY PLAN
FOR THE NEW NORMAL SITUATION

<table>
<thead>
<tr>
<th>Name of School Head:</th>
<th>District:</th>
<th>Designation:</th>
<th>School:</th>
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<table>
<thead>
<tr>
<th>Enrolment: Male:</th>
<th>Female:</th>
<th>No. of Teachers: Male:</th>
<th>Female:</th>
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| Month: | |
|--------||
|        | |

| KRAs                  | OBJECTIVES                                                                 | TIMELINE          | STRATEGIES/PROGRAMS/PROJECTS/ACTIVITIES                                                                 | PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness) | Means of Verification (Quality, Efficiency, Timeliness) | ACTUAL RESULTS (For the Month) w/ sample entries |
|-----------------------|---------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------|
| INSTRUCTIONAL LEADERSHIP | Performed appropriate instructional supervision in the new normal setting of basic education to achieve learning outcomes and performance standards  
- 75% NAT  
- 0% drop out  
- 100% enrolment | August 2020-March 2021 | Supervision and technical assistance on Non-Face-to-Face Delivery Mode (On-line/Off-line delivery/ Modular, TV, Radio, Blended, Use of DepEd Commons) | Q: Performed instructional supervision to teachers in delivering instructions using non-face-to-face modes  
E: All teachers are supervised and provided technical assistance.  
T: Performed instructional Supervision daily. | Monthly Supervisory Plans and Reports  
Journals/reflections submitted by the learners, teachers & school heads  
Learners' Assessment Results  
Analysis of the result of the post test.  
Percentage of learners' completion  
List of learners who are using DepEd Commons | Submitted the following:  
- Monthly Supervisory Plans and Reports  
- Sample Formative Test  
- Summative Test  
- Test Item Analysis  
- Class Record  
- Identification of the level of proficiency/mastery of the learners  
- Accomplished Journals/reflection notebooks  
- Report on the progress of learners who access DepEd Commons |
| LEARNING ENVIRONMENT  | Provided safe, child friendly and new normal appropriate learning | May 2020-March 2021 | Restructuring the learning environment based on the requirement of the new-normal and non-face-to-face learning delivery. | Q: The school is restructured based on the requirement of the new normal and non-face-to-face learning delivery. | Monthly Accomplishment Report  
Physical accomplishments on the improvement of school structure and performance | Submitted the following:  
- Monthly Work Plan and Accomplishments  
- List of learners with CP, tablet, laptop. Desktop |
| HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT | Provided technical assistance to teachers on matters pertaining to enhancement of classroom management, skills and instructional competence and to non-teaching personnel on support services within the RPMS cycle | May 2020-March 2021 | Conduct of In-Service Training for teaching and non-teaching personnel within the RPMS Cycle.  
• Conduct of LAC Sessions  
• Assistance on promotion and reclassification of teachers and personnel | Q: Provided technical assistance to teaching and non-teaching personnel on career pathing including personal and professional development.  
E: 100% of teaching and non-teaching personnel have met the necessary requirements to qualify for reclassification and promotion including training, education, etc.  
T: Qualification of teaching and non-teaching personnel is upgraded within the year. | • Monthly Accomplishment Report  
• List of Teachers with 0-3 years teaching experience who have attended TIP.  
• List of teachers who attended relevant trainings/seminars/workshops through online/face-to-face modality | Submitted the following:  
• Accomplishment Report on personnel development with supporting documents/attachments  
• Master List of teachers undergone TIP  
• Master List of teachers attended/joined online trainings/webinar  
• School Perpetual Ranking |
| PARENT’S INVOLVEMENT AND COMMUNITY PARTNERSHIP | Established school, family and community partnership to improve school facilities and performance in accordance with the requirements of new normal. | May 2020-March 2021 | Advocacy and orientation on the use of non-face-to-face learning delivery  
• PTA Meetings  
• Linkage with social service agencies and community groups | Q: Forged partnerships with internal and external stakeholders in improving school facilities and performance in accordance with the requirement of new normal.  
E: 100% participation and engagement of parents and other stakeholders in school initiatives.  
T: Partnerships are forged within the school year. | • Monthly Accomplishment Report  
• No. of parents participated in online/face-to-face meeting/conference  
• Feedback mechanism on the status of home learning.  
• No. of families/parents joined/attended relevant | Submitted the following:  
• Attendance of parents in online/face-to-face meeting/conference  
• Master List of Donors and Donations  
• Liquidation Report  
• Accomplishment Report with supporting documents/attachments |
| SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS | Improved SBM level of practice by performing school leadership, management and operations functions | May 2020-March 2021 | • Implementation School Learning Continuity Plan  
  • Setting up of structured mechanisms, processes and practices in all indicators of SBM  
  • Adjustment of AIP/ SIP in line with new normal situation in education. | Q: School Learning Continuity Plan is implemented with structured mechanisms, processes and practices anchored on SBM indicators  
E: School has levelled up its SBM practice (From level 1 to Level 2/ Level 2 to Level 3)  
T: SBM level of practice has improved within the school year. | • Monthly Accomplishment Reports  
  • Comprehensive School learning continuity Plan  
  • Liquidation reports/ ARE, property custodian Inventory slip/ ledger of properties received by the teachers and property custodian  
  • Adjusted AIP, APP, WFP, PPMP, SOB  
  • SBM level of practice.  
  • MOOE Utilization Report | Submitted the following:  
  • Monthly Accomplishment Report including the progress of the implementation of School Learning Continuity Plan  
  • Adjusted SIP, AIP, APP, WFP, PPMP  
  • MOOE Liquidation Report  
  • Accomplished School Property Inventory Report  
  • Accomplishment Report with supporting documents/attachments |

Prepared by: ______________________________  
Date: ______________________________

Noted: ______________________________  
Date: ______________________________