





Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

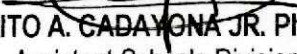
January 16, 2025

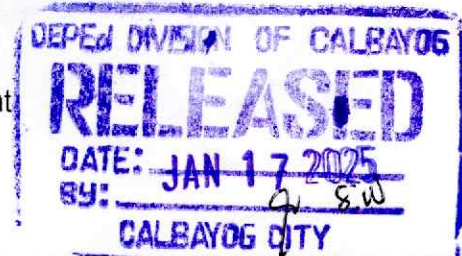
DIVISION MEMORANDUM  
No. 033, s. 2025

**COORDINATION MEETING ON THE PREPARATION FOR THE REGIONAL PERFORMANCE  
VALIDATION OF THE CALBAYOG CITY DIVISION OFFICE PERFORMANCE COMMITMENT AND  
REVIEW FORM (OPCRF)**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
All Others Concerned

1. In compliance with the Regional Memorandum No. 002, s. 2025 "Validation of Office Performance Commitment and Review Form (OPCRF) of Schools Division Offices", this Office through the Division Performance Management Team, announces the conduct of Coordination Meeting on January 20, 2025, 8:00 to 10:10:00 in the morning at the Division Conference Hall, Calbayog City Division.
2. The following are the agenda of the meeting:
  - a. Updated on the conduct of the Regional Performance Validation of the SDO OPCRf;
  - b. Composition the TWG, for the data collection of MOVs; and
  - c. Setting the schedule of internal validation and checking of MOVs with corresponding appropriate packaging.
3. Attached herewith is the composition of the TWG of MOVs for the SDO OPCRf and the schedule of the internal validation.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
MARGARITO A. SADAYONA JR. PhD, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge



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## Composition of Technical Working Group for MOVs Preparations

(Based on DepEd Compendium 3.0 as of March 2024)

Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
<b>KRA 1 Strategic Leadership and Management</b>	<b>SGOD-M&amp;E Unit</b> - <b>Dr. Avelina Tupa</b> , Galina Panela & Marley Mendoza	<ul style="list-style-type: none"> <li>• Division Education Development Plan (DEDP)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Strategic Directions</li> <li>• Approved DEDP aligned to REDP and BEDP</li> </ul>
<b>KRA 2 Curriculum Implementation</b>	<b>Curriculum Implementation Division</b> - <b>Dr. Renato Cagomoc</b> and all Education Program Supervisors and PSDS	<ul style="list-style-type: none"> <li>• K to 12 Curriculum related programs, projects, and activities</li> <li>• Localized and contextualized curricula</li> </ul>	<ul style="list-style-type: none"> <li>• Memorandum on Curriculum support programs, projects and activities implemented</li> <li>• Accomplished Monitoring Tools, ACRs of K-12/MATATAG Curriculum related program, project and activities</li> </ul>
		<ul style="list-style-type: none"> <li>• Localized curricula crafted/developed per learning area</li> </ul>	<ul style="list-style-type: none"> <li>• Sample of Modules on developed localized curricula per learning area</li> <li>• TA and IS Plan based on M&amp;E tool and analysis, Evaluation Tool for the plans</li> </ul>
		<ul style="list-style-type: none"> <li>- Consolidated results of M&amp;E analysis on curriculum implementation</li> </ul>	<ul style="list-style-type: none"> <li>• M and E results analysis utilized for policy recommendations to improve curriculum implementation</li> <li>• Memorandums on policy recommendations formulated based on the M and E analysis</li> </ul>
	<b>ALS</b> - Ricky Cano, EPSA and ALS Teachers	<ul style="list-style-type: none"> <li>• Quarterly assessment results from schools and CLCs per learning area</li> </ul>	<ul style="list-style-type: none"> <li>• List of CLCs with improved learning assessment outcomes per learning area per quarter</li> </ul>
		<ul style="list-style-type: none"> <li>• Consolidated report on assessment results per learning area</li> </ul>	<ul style="list-style-type: none"> <li>• Number of reports on assessment of learning outcomes submitted to the SDO</li> </ul>
	<ul style="list-style-type: none"> <li>• Report on the developed and/or contextualized learning resources</li> <li>• Consolidated report on the utilization of learning resources</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory of developed and/or contextualized learning resources</li> <li>• Schools and learning centers that can access and/or utilize learning resources</li> </ul>	

Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
<b>KRA 3</b> <b>Support with school governance and operations</b>	<b>SGOD-M&amp;E Unit</b> - Dr. Avelina Tupa, Robert Anthony Ygrubay & Asther Bachar)	<ul style="list-style-type: none"> <li>Implementing guidelines on the implementation of PPAs</li> </ul>	<ul style="list-style-type: none"> <li>Memorandum on the implementation of PPAs</li> </ul>
		<ul style="list-style-type: none"> <li>Monitoring and evaluation tool on PAPs implementation</li> </ul>	<ul style="list-style-type: none"> <li>Accomplished PAPs M &amp; E tool</li> </ul>
		<ul style="list-style-type: none"> <li>Approved DMEA Report</li> </ul>	<ul style="list-style-type: none"> <li>Number of approved DMEA Report</li> </ul>
		<ul style="list-style-type: none"> <li>Division Education Development Plan (DEDP)</li> <li>OPCRF, DEDP/SIP/AIP</li> </ul>	<ul style="list-style-type: none"> <li>Copy of signed and approved DEDP</li> <li>Approved OPCRF</li> </ul>
	<b>HRD Unit</b> Marita Senolos and Rose Rivera	<ul style="list-style-type: none"> <li>L&amp;D Systems</li> </ul>	<ul style="list-style-type: none"> <li>Approved training proposals/resource package based on LDNA reports</li> <li>L&amp;D Systems ACR on the conduct of L&amp;D activities</li> </ul>
<ul style="list-style-type: none"> <li>Rewards and Recognition</li> </ul>		<ul style="list-style-type: none"> <li>Documents on implemented programs on rewards and incentives for service excellence</li> </ul>	
<b>KRA 4</b> <b>SDO Management</b> <b>4.1 Administrative</b>	<b>Administrative Unit</b> - Grace Pagunsan and Payroll Unit	<ul style="list-style-type: none"> <li>Personnel data information system</li> </ul>	<ul style="list-style-type: none"> <li>ERF, step increment, loyalty award, etc. promptly identified</li> <li>-Database generating report of personnel qualified for ERF, step increment, loyalty award, etc. duly signed by SDS</li> </ul>
		<ul style="list-style-type: none"> <li>Duly signed payroll</li> <li>Released salaries &amp; benefits</li> </ul>	<ul style="list-style-type: none"> <li>Signed payroll</li> <li>Released salaries &amp; benefits</li> </ul>

Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
	<b>Administrative Unit</b> - Grace Pagunsan and Jennifer Alvarez	<ul style="list-style-type: none"> <li>Personnel e-data to cater all issues relative to salaries &amp; benefits</li> </ul>	<ul style="list-style-type: none"> <li>Screenshot e-feedback facility in all offices</li> </ul>
		<ul style="list-style-type: none"> <li>Records of Personnel Action</li> </ul>	<ul style="list-style-type: none"> <li>Summary list of approved appointments and deployments evaluated and recommended personnel actions</li> <li>List of vacant items that are Filled-up</li> </ul>
		<ul style="list-style-type: none"> <li>Printed and electronic copies of records</li> <li>Encoded data in a stand-alone computer junket to all systems</li> <li>Functional Records Management System e.g., document tracking system</li> </ul>	<ul style="list-style-type: none"> <li>Records available in printed and electronic copies</li> <li>Developed systems and applications for speedy access to information and databases</li> <li>Documents received are routed/released and or retrieved/updated within the appropriate timelines as defined in the Citizens Charter</li> </ul>
	<b>Records Unit</b> - Angela Antonio	<ul style="list-style-type: none"> <li>Established records and filing system</li> </ul>	<ul style="list-style-type: none"> <li>Data/Records/Information are readily available as reference at any given time.</li> <li>Data Information systems conform with the prescribed format and properly signed by authorized Officials.</li> <li>Picture of the Filing Cabinets &amp; Screenshot of the content of the Filers</li> <li>Hard and soft copy of records (Resolution of decided cases, special order of assignments, transfers, officer in charge and resignation,</li> </ul>
<b>Supply Unit</b> - Generson Nabual	<ul style="list-style-type: none"> <li>Updated inventory of supplies, materials and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Updated Inventory of Division Assets</li> <li>Duly signed Inventory Reports</li> <li>Distribution List, Acknowledgment Receipt</li> </ul>	



Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
		received/delivered to the SDO, Schools and Learning Centers	<ul style="list-style-type: none"> <li>• Number of schools and learning centers with updated inventory of supplies, materials, and equipment</li> <li>• Number of schools and learning centers provided with necessary supplies, materials &amp; equipment</li> </ul>
	<b>BAC</b> - Chair BAC Secretary	<ul style="list-style-type: none"> <li>• Project Procurement Management Plan (PPMP)</li> <li>• Bid/Request for Quotation (RFQ)</li> <li>• Notice of Award (NOA)</li> <li>• Contract</li> <li>• Notice to Proceed (NTP)</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of approved documents compliant with the specs</li> <li>• Number of transactions that are completely supported by the required procurement documents</li> </ul>
<b>4.2 Financial Management</b>	<b>Budget Unit</b> - <b>Sunshine Ventures</b> and Budget Office Staff	<ul style="list-style-type: none"> <li>• Complete financial management records</li> <li>• Budgetary and Financial Reports</li> <li>• Financial Management Process Flow</li> <li>• Report on financial issues and concerns</li> <li>• Reports on fund utilization submitted regularly.</li> <li>• Liquidation Reports of Schools and LCs</li> </ul>	<ul style="list-style-type: none"> <li>• WFP of PPAs implemented based on</li> <li>• Percentage of obligated downloaded funds</li> <li>• Documents of all obligated funds is disbursed on the required time</li> <li>• List of mandatory deductions are remitted promptly</li> <li>• Percentage of addressed AOM by SDO and Implementing units</li> <li>• Statement of expenditures of SDO and Implementing units complied with in elementary period</li> </ul>

Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
			<ul style="list-style-type: none"> <li>Financial reports submitted timely and accurately to the appropriate office</li> </ul>
		<ul style="list-style-type: none"> <li>Reports on Training/ Budget- Planning workshops conducted</li> <li>Monitoring report on budget obligation based on GAA/NEP</li> </ul>	<ul style="list-style-type: none"> <li>List of training and orientation on procurement and financial management practices/processes</li> <li>Issues and concerns addressed</li> <li>Submitted monitoring report on budget obligation based on GAA/NEP</li> </ul>
		<ul style="list-style-type: none"> <li>Guidelines on Fund utilization</li> <li>Monitoring and Evaluation (M&amp;E) Reports</li> </ul>	<ul style="list-style-type: none"> <li>Schools and learning Centers that have liquidated cash Advances</li> <li>IUs and OUs with submitted financial reports are updated and validated</li> <li>Monitoring report of SDO proper, Implementing, and Non- Implementing Units on fund utilization, disbursement, and liquidation in consonance with the auditing rules and regulations.</li> </ul>
		<ul style="list-style-type: none"> <li>Payroll/Disbursement Vouchers</li> </ul>	<ul style="list-style-type: none"> <li>Claims of payments of salaries, benefits, and reimbursements processed within the intended time</li> </ul>

Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
	<b>Accounting Unit</b> - Sheryll Ann Lacaba and Accounting Staff	<ul style="list-style-type: none"> <li>• Financial Accountability Reports (FARs)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Financial Management Records (to include DMEA Report on Fund Utilization for PPAs with WFP: FARs, etc)</li> <li>• Schools received their mandated fund allocation in full</li> <li>• National fund allotments are equitably distributed to schools and learning centers (not applicable to SDOs)</li> <li>• Percentage of required financial reports submitted on time or as required</li> <li>• Timely, complete, and accurate submission of Financial Reports</li> </ul>
		<ul style="list-style-type: none"> <li>• Liquidation Reports of schools and Learning Centers</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted financial reports</li> <li>• Number of the schools and learning centers submitted liquidation reports on the required schedule</li> <li>• Subsumed in Guidelines on Fund utilization</li> </ul>
<b>4.3 Legal Services</b>	<b>Legal Office</b> - Atty. Rhea Aguado and SDO Grievance Committee	<ul style="list-style-type: none"> <li>• Legal advice/opinions/decisions</li> <li>• Memorandum of Agreements (MOAs) reviewed</li> <li>• Report on complaints acted upon</li> <li>• Report on investigations conducted</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advice and legal opinions/decisions rendered</li> <li>• MOAs/MOVs reviewed</li> <li>• Case Brief of Complaints acted upon</li> </ul>



Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
			<ul style="list-style-type: none"> <li>Recommendation Report of the Fact-Finding Committee are considered by the Disciplining Authority</li> </ul>
		<ul style="list-style-type: none"> <li>Endorsements and draft action plan.</li> </ul>	<ul style="list-style-type: none"> <li>Endorsements made vis- à-vis number of complaints received.</li> </ul>
		<ul style="list-style-type: none"> <li>Draft interpretation of laws and rules</li> </ul>	<ul style="list-style-type: none"> <li>Documents interpreted vis-à-vis number of endorsements/referrals received.</li> </ul>
		<ul style="list-style-type: none"> <li>Memorandum of Agreement</li> </ul>	<ul style="list-style-type: none"> <li>MOAs and legal instruments reviewed within the target date vs. incoming requests</li> </ul>
		<ul style="list-style-type: none"> <li>Reviewed Legal Instruments</li> </ul>	
		<ul style="list-style-type: none"> <li>Investigation Reports/ Indorsements</li> </ul>	<ul style="list-style-type: none"> <li>Investigations conducted versus number of complaints delegated</li> </ul>
		<ul style="list-style-type: none"> <li>Pleadings, legal briefs</li> </ul>	<ul style="list-style-type: none"> <li>Legal appearances before appropriate tribunals</li> </ul>
		<ul style="list-style-type: none"> <li>Electronic Certification of No pending administrative case</li> </ul>	<ul style="list-style-type: none"> <li>E- Certifications validated and issued/ released online within the required time</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>	

Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
<b>4.4 ICT Systems Management</b>	<b>ICT Unit</b> - Garry Ballon and Drixel Idol Ortega	<ul style="list-style-type: none"> <li>• M&amp;E Reports</li> <li>• Functional ICT System</li> <li>• Maintenance Monitoring Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Maintenance and Monitoring Plan</li> <li>• Documents showing regular maintenance checks of the ICT systems and infra in the SDO and in schools</li> </ul>
		<ul style="list-style-type: none"> <li>• Approved (Localized) ICT Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Schools and learning centers that implemented the ICT Plan</li> <li>• ICT plans and narrative reports signed</li> </ul>
		<ul style="list-style-type: none"> <li>• Report on IT Account management</li> </ul>	<ul style="list-style-type: none"> <li>• List of accounts administered and/or managed</li> </ul>
		<ul style="list-style-type: none"> <li>• Report on the utilization of /access to learning resources and the LRMS</li> </ul>	<ul style="list-style-type: none"> <li>• ICT reports submitted to RO and CO</li> </ul>
		<ul style="list-style-type: none"> <li>• Report on all ICT related activities</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted ICT related reports on time</li> <li>• Accomplished request for technical/ repair assistance form</li> </ul>
<b>KRA 5 Partnership and Linkages</b>	<b>SGOD- Partnership and Linkages</b> - Dr. Avelina Tupa-Chief, Carren Merryl Cabadsan,, Sharon D. Balza	<ul style="list-style-type: none"> <li>• Signed MOA/MOU</li> <li>• List of resource needs with the profile of potential local and international donors</li> </ul>	<ul style="list-style-type: none"> <li>• Identified local and international donors of education- related program/project</li> </ul>
		<ul style="list-style-type: none"> <li>• Regional Memoranda</li> <li>• Localized policies and standards prescribed for partnership building such as Regional Orders, Memoranda, Advisories</li> </ul>	<ul style="list-style-type: none"> <li>• Number of localized policies and standards prescribed and adapted</li> <li>• Number of signed MOAs/MOUs</li> </ul>

		<ul style="list-style-type: none"> <li>• Signed MOAs/MOUs</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder convergence/partnership engagements conducted</li> </ul>
		<ul style="list-style-type: none"> <li>• Support/Assistance received with applicable support documents (e.g. contracts, pledges, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Number of Local/International partnerships established</li> </ul>
		<ul style="list-style-type: none"> <li>• Progress report</li> <li>• M &amp; E Tool for sustained partnership</li> <li>• Organized information system</li> </ul>	<ul style="list-style-type: none"> <li>• Standard tools for effective M&amp;E and sustained partnerships</li> </ul>
<b>KRA 6</b> <b>Office Administration</b> <b>and Performance</b> <b>Management</b>	<b>Administrative Unit</b> - Grace Pagunsan	<ul style="list-style-type: none"> <li>• Operations Manual and/or Citizen Charter</li> </ul>	<ul style="list-style-type: none"> <li>• Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter</li> </ul>
	<b>Records Unit</b> - Angela Antonio	<ul style="list-style-type: none"> <li>• Document Tracking System</li> </ul>	<ul style="list-style-type: none"> <li>• Operational document tracking system</li> </ul>



Key Results Areas	Responsible Persons	Description of Performance	MOVs Needed
	<b>Administrative Unit</b> - Grace Pagunsan and Jennifer Alvarez	<ul style="list-style-type: none"> <li>Administrative and Financial Reports</li> </ul>	<ul style="list-style-type: none"> <li>Number of pertinent forms and documents accomplished and submitted on time (e.g. WFP, PMP, APP)</li> </ul>
	<b>ICT Unit</b> - Garry Ballon and Drixel Idol Ortega	<ul style="list-style-type: none"> <li>SDO Calendar and Targets</li> </ul>	<ul style="list-style-type: none"> <li>Harmonized SDO Calendar with harmonized targets</li> </ul>
	<b>HRD Unit</b> - Marita Senolos and Rose Rivera	<ul style="list-style-type: none"> <li>List of employees given rewards and recognition</li> <li>Citizen/Client Satisfaction Survey (CCSS) Results and Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Recognition initiatives conducted</li> <li>CCSS rating received</li> </ul>
	<b>Administrative Unit</b> - Grace Pagunsan and Jennifer Alvarez	<ul style="list-style-type: none"> <li>Report on Actions taken relative to the CCSS results (if there's any)</li> </ul>	<ul style="list-style-type: none"> <li>Customers based on feedback received/ client's satisfaction</li> </ul>
	<b>LRMDS</b> - Noel Sagayap	<ul style="list-style-type: none"> <li>IEC Materials/FAQs</li> </ul>	<ul style="list-style-type: none"> <li>Number of developed IEC materials</li> </ul>
	<b>Administrative Unit</b> Grace Pagunsan and Jennifer Alvarez	<ul style="list-style-type: none"> <li>IPCRF/OPCRF Accomplishments</li> <li>Capacitated staff</li> <li>Training Completion/Terminal Reports</li> <li>Reports on performance coaching</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of achievement of IPCRF/OPCRF</li> <li>Number of personnel who attended learning and development programs</li> <li>Performance coaching activity conducted</li> <li>Number of Performance review conducted</li> </ul>

## Schedule of Internal Validation and Cross-Checking of MOVs

January 20, 2025@ Division Office Conference Room

KRA	Personnel Concerned	Time
<b>KRA 1</b> Strategic Leadership & M Management	<b>SGOD-M&amp;E Unit</b> - <b>Dr. Avelina Tupa</b> , Galina Panela & Marley Mendoza	9:00-10:00 am
<b>KRA 2</b> Curriculum Implementation	<b>CID</b> - <b>Dr. Renato Cagomoc</b> , Education Program Supervisors	10:00-10:30 am
<b>KRA 3</b> Support to School Governance and Operations	<b>SGOD-M&amp;E Unit</b> - Avelina Tupa-Chief Robert Ygrubay & Aster Bachar <b>SGOD-HRD Unit</b> - Avelina Tupa-Chief Marita Senolos & Rose Rivera	11:30-12:00 am
<b>KRA 4</b> SDO Management	<b>Administrative Section</b> - Grace Pagunsan	1:00-2:00 pm
4.1. Administrative	<b>HRMO</b> Jennifer Alvarez HRMO Personnel <b>Records Section</b> Angela Antonio Records Section Personnel <b>Supply Section</b> Generson Nabual <b>Procurement Section/BAC</b> Marlie Mendoza, Rina Aboganda & EJ Serrato	
4.2 Financial Management	<b>Budget Section</b> Sunshine Marjorie Ventures <b>Accounting Section</b> Sherryl Ann Marie Lacaba	
4.3 Legal Services	Atty. Rhea Aguado Legal Officer	
4.4 IT Services	<b>IT Section</b> Garry Ballon IT Personnel	
<b>KRA 5</b> <b>Partnership and Linkages</b>	<b>SGOD-Partnership and Linkages</b> Avelina Tupa-Chief Carren Merryl Cabadsan, SEPS	1:00-2:00 pm
KRA 6. Office Administration and Performance Management	- <b>OSDS</b> - <b>ICT and HRD</b> - <b>LRMDS</b> - <b>Administrative Unit</b> - <b>Records Unit</b>	4:00-5:00 pm

## **COMMITTEE IN CHECKING MOVs**

Chairman: **Jun-Nillou D. Dulfo, PhD**  
*OIC-ASDS*

Members:

**Dr. Renato S. Cagomoc,**  
*CID Chief*

**Joy Saldana**  
*EPS-Science*

**Anabelle Yangzon**  
*PSDS*

**Dr. Avelina Tupa**  
*SGOD Chief*

**Robert Ygrubay**  
*M&E*

**Marley Mendoza**  
*Planning Officer III*

**Galina Panela**  
*SEPs-Planning*

**Oscar D. Billate**  
*EPS-PAPs (Designate)*

Secretariat:

**Rose Rivera**  
EPS-II

**Asther Bachar**  
EPS-II

**Drixel Idol Ortega**