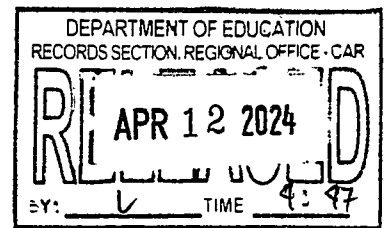




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



12 April 2024

REGIONAL MEMORANDUM
 HRDD 218.2024

VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS

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

1. Herewith is the Memorandum DM-OUHROD-2024-0660 signed by Wilfredo E. Cabral, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development titled Virtual Orientation on the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards dated April 08, 2024.

2. Pursuant to the Interim Guidelines For The Office Performance Planning and Assessment For FY 2024 Onwards (DM-HROD-2024-0586), all Concerned Officials, and Heads of Offices/ Functional Offices/ Schools in the Central Office (CO), Regional Offices, (ROs) , Schools Division Offices (SDOs), and the Schools are invited to attend the Virtual Orientation on April 19, May 2 and 3, 2024 with three (3) batches, respectively, to wit;

Participants Per Batch	Schedule	Time
Batch 1: Central Office	April 19, 2024 (Friday)	8:00 AM to 12:00 NN
Batch 2: Regional and Schools Division Offices	May 2, 2024 (Thursday)	
Batch 3: Schools	May 3, 2024 (Friday)	

3. This activity aims to:
- discuss in detail the **Interim Guidelines For The Office Performance Planning and Assessment For FY 2024 Onwards** (DM-HROD-2024-0586) and the salient features and parts of the new OPCR Form;
 - discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets; and

HRDD RCA/Sasha



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DepEd Tayo Cordillera

<https://depedcar.ph>

Annex A


TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 AM to 8:30 AM	Opening Program <ul style="list-style-type: none"> • Opening Prayer • Welcome Remarks • Acknowledgement of the Participants • Context Setting and Objectives • Expectation Setting 	HRDD Facilitator
8:31 AM to 9:30 AM	Session I: Presentation of the Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards and Revised OPCR Form <ul style="list-style-type: none"> • Rationale • DepEd Organizational Goals and Outcomes • Legal Bases • Salient Features and Parts of the OPCR Form 	Undersecretary Wilfredo E. Cabral (Resource Person)
9:31 AM to 9:40 AM	Health Break	
	Continuation of the presentation on the newly prescribed OPCR Form template <ul style="list-style-type: none"> • Office Performance Management Flowchart • Step-by Step guide in accomplishing the OPCR Form following the RPMS Cycle • Ratee-Rater Approving Matrix 	
11:01 AM to 11:11 AM	Health Break	
11:12 AM to 11:45 AM	Open Forum	
11:46 AM to 12:00 NN	Closing Program <ul style="list-style-type: none"> • Activity Evaluation • Closing Remarks • Photo Opportunity 	HRDD Facilitator


- C. provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPCR Form for FY 2024 onwards.
4. The indicative program of activities is attached in Annex A.
5. Pre-activity registration of online participants is requested at the link/QR code below. The online meeting link shall be provided only upon registration.

<https://forms.office.com/r/D6Ewit4pJO>



6. For more information on this activity, please contact Ms. Lizette Anne L. Carpio or Ms. Ma. Mystica P. Esparas-Yu, DepEd-BHROD RPMS Focal through email bhrod.hrdd@deped.gov.ph or telephone number (02) 8470-6630.
7. Immediate dissemination of and strict compliance to this Memorandum is highly enjoined.


Digitally signed by Carino Estela
Leon
Date: 2024.04.12 16:31:44 +08'00'

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



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0660

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of Functional Divisions
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
WILFREDO B. CABRAL
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS (DM-OUHROD-2024-0586)

DATE : 08 April 2024

Pursuant to the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586)** which was released by this Office last **March 27, 2024** (Wednesday), all concerned Officials and Heads of Offices/Functional Offices/Schools in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and Schools are invited to attend the **Virtual Orientation** on **April 19, May 2 and 3, 2024** with three (3) batches, respectively, to wit:

Participants Per Batch	Schedule	Time
Batch 1: Central Office	April 19, 2024 (Friday)	8:00 AM to 12:00 NN
Batch 2: Regional Offices and School Division Offices	May 2, 2024 (Thursday)	
Batch 3: Schools	May 3, 2024 (Friday)	

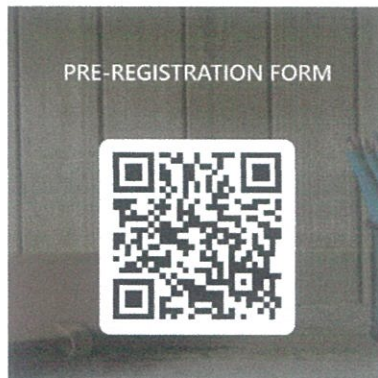
This activity aims to:

- a. discuss in detail the *Interim Guidelines on Office Performance Planning and Assessment for FY 2024 Onwards* and the salient features and parts of the new OPCR Form;
- b. discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets; and
- c. provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPCR Form for FY 2024 onwards.

The indicative program of activities is attached in **Annex A**.

Pre-activity registration of online participants is requested at the link/QR code below. The online meeting link shall be provided only upon pre-registration.

<https://forms.office.com/r/D6Ewit4pJ0>



Reference materials shall be provided upon completion of both the pre-registration form and post-activity evaluation form.

For more information on this activity, please contact **Ms. Lizette Anne L. Carpio** or **Ms. Ma. Mystica P. Esparas-Yu Oh**, DepEd BHROD-HRDD RPMS focal through 8470-6630 or bhrod.hrdd@deped.gov.ph.

For dissemination and compliance.

Annex A

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 AM to 8:30 AM	<p><i>Opening Program</i></p> <ul style="list-style-type: none"> • Opening Prayer • Welcome Remarks • Acknowledgement of the Participants • Context Setting and Objectives • Expectation Setting 	HRDD Facilitator
8:31 AM to 9:30 AM	<p>Session 1: Presentation of the Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards and Revised OPCR Form</p> <ul style="list-style-type: none"> • Rationale • DepEd Organizational Goals and Outcomes • Legal Bases • Salient Features and Parts of the OPCR 	Undersecretary Wilfredo E. Cabral <i>(Resource Person)</i>
9:31 AM to 9:40 AM	<i>Health Break</i>	
9:41 AM to 11:00 AM	<p>Continuation of the presentation on the newly prescribed OPCR Template</p> <ul style="list-style-type: none"> • Office Performance Management Flowchart • Step-by-step guide in Accomplishing the OPCR following the RPMS Cycle • Ratee-Rater Approving Matrix 	
11:01 AM to 11:11 AM	<i>Health Break</i>	
11:12 AM to 11:45 AM	Open Forum	
11:46 AM to 12:00 NN	<p><i>Closing Program</i></p> <ul style="list-style-type: none"> • Activity Evaluation • Closing Remarks • Photo Opportunity 	HRDD Facilitator