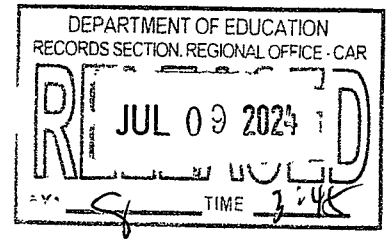




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



09 July 2024

REGIONAL MEMORANDUM

No. 451.2024

**CONDUCT OF 2024 MID-YEAR PERFORMANCE REVIEW AND EVALUATION
FOR THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
Performance Management team
All Others Concerned

1. In cognizant to DepEd Order No. 2, s. 2015 titled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) and DM-OUHROD-2024-II87 titled Reminder on the Conduct of the Midyear Performance Review, this Office, informs the conduct of the 2024 Mid-Year Performance Review and Evaluation of Office Performance Commitment and Review Forms (OPCRFs) of the Schools Division at the NEAP R on July 30, 2024 from 8:30 a. m. to 5:00 p.m.

2. All Schools Division Offices shall present their calibrated and rated OPCR during this activity and are expected to have utilized the 2024 Revised Office Performance Commitment and Review (OPCR) Form template, reflected the commitments and performance based on its office mandates, ensured the immediate integration of and alignment with the Agency's Organizational Outcomes, and reflected office's contributions in achieving the strategic priorities set under the MATATAG Agenda as a direction in resolving basic education challenges.

3. Relative to this, each SDO shall conduct a mid-year performance review and evaluation in their respective division offices ensuring that the following objectives are achieved in the conduct of such activity as stressed in DM-OUHROD-2024-II87;

- a. determine the progress in achieving the committed performance objectives and targets;
- b. calibrate performance targets, weights, timeline, and indicators when necessary;
- c. identify catch up plan in the achievement of remaining performance targets and intervention plan to address the performance gaps to include but not limited to coaching and mentoring individual personnel; and



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP CLMS
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d. craft initial FY 2025 Office Performance Commitment and Review Form (OPCRF).

4. Participants to this activity are the following:

Name	Designation	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
Rosita C. Agnasi	Chief ES, PMT	1
Georgina C. Ducayso	Chief ES, PMT	1
Maksim A. Botilas	Chief, AO PMT	1
Florence E. Balictan	EPS Representative, PMT	1
Cristina L. Paquit	CAO, PMT	1
Eleonora A. Albidas	AO V, Secretariat	1
Dumas D. Aban	AO II, Secretariat	1
PPRD Personnel	Secretariat	1
PPRD Personnel	Secretariat	1
TWG		3
TOTAL		30

5. Each SDO shall be given twenty (30) minutes to present their calibrated OPCRf and mid-year accomplishments. Another fifteen (15) minutes shall be given to the PMT members to review, evaluate and give feedback.
6. Meals and snacks, transportation and other expenses incurred relative to the conduct of this activity shall be charged to HRD fund subject to the existing budgeting, procurement, accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance to this Memorandum is highly enjoined.

For the Assistant Regional Director:


MAKSIM A. BOTILAS
 Chief Administrative Officer
 Officer-In-Charge