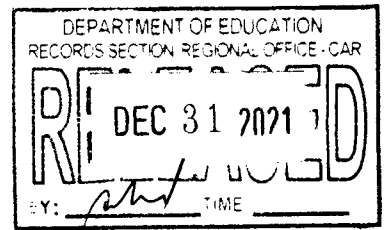




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



December 29, 2021

**REGIONAL MEMORANDUM**

No. 630 . 2021

**PRESENTATION OF THE 2021 OFFICE PERFORMANCE REVIEW AND COMMITMENT FORM (OPCRF) AND 2022 COMMITMENTS**

TO: Assistant Regional Director  
 Regional Office Division Chiefs  
 Schools Division Superintendents  
 All Others Concerned

1. Pursuant to DepEd Order No. 02, s. 2015 on the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office through the Human Resource Development Division announces the conduct of face-to-face Presentation of the 2021 Office Performance Review and Commitment Form (OPCRF) and 2022 Commitments of the Functional Divisions of the Regional Office and the Schools Division Offices on January 4-6, 2022 at the DepEd CAR NEAP R Hall, Wangal, La Trinidad, Benguet.

2. The participants to this activity are as follows:

<b>Participants</b>	<b>Quantity</b>
Regional Director	1
Assistant Regional Director	1
RO Chiefs/OICs of the Functional Divisions	9
Schools Division Superintendents	8
Assistant Schools Division Superintendents/Chief	8
SDO Drivers	8
PMT members and Secretariat: Georgina C. Ducayso Cristina L. Paquit Eleonora A. Albidas Dumas D. Aban CSO Representative	5
<b>Total</b>	<b>40</b>



Address: Wangal, La Trinidad, Benguet, 2601  
 Telephone No.: (074) 422-1318 | Fax: (074) 422-4074  
 Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



ISO 9001:2015 Certified  
 Quality Management System  
 DE-50500784 QM15

3. Schedule of Activities are as follows:

<b>Date</b>	<b>Activities</b>
January 4, 2022	Presentation of RO Functional Divisions 2022 Commitments
January 5, 2022	Presentation of SDOs 2021 OPCRf with Rating
January 6, 2022	Presentation of SDOs 2022 Commitments

4. Presentation must be done in clear Powerpoint using the attached template.

5. All Schools Division Superintendents shall present their respective 2021 OPCRf Rating and 2022 Commitments and to be assisted by their Assistant Schools Division Superintendents/SDO Chief.

6. Each Presenter shall be given a maximum of thirty (30)-minute presentation and another fifteen (15)-minute for clarification. A timer shall be assigned to signal the presenter for the last two (2) minutes.

7. Each KRA/Objectives must be supported with scanned MOVs embedded in the presentation as picture. It is further advised that Means of Verifications (MOVs) (Memoranda, Narrative/Pictorial Reports, Attendance Sheets, Manuals, Research Outputs, Terminal Reports, signed and notarized MOA/MOU, Publications, AIP/WFP/DEDP/REDP/BE-LCP/PSCP, Action Plans, Deed of Donations, and other acceptable MOVs) should be packaged based on Key Result Area (KRA) to facilitate validation and to justify the rating during the presentation.

8. The Regional Performance Management Team (PMT) shall finalize the OPCRf ratings after all the presentation have been done and submit to the Office of the Regional Director the consolidated final rating through a resolution on January 10, 2021.

9. Meals and snacks for the RO Participants are as follows:

<b>Date</b>	<b>Quantity</b>	<b>Meals and snacks to be provided</b>
January 4	16	AM Snacks, Lunch and PM Snacks
January 5	16	AM Snacks, Lunch and PM Snacks
January 6	16	AM Snacks, Lunch and PM Snacks

10. Board and lodging for SDO Participants are as follows:

<b>Date</b>	<b>Quantity</b>	<b>Meals and snacks to be provided</b>	<b>Board and Lodging</b>
January 4	24	Dinner	Check-in @ 2 p.m.
January 5	24	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	Board and Lodging
January 6	24	Breakfast, AM Snacks, Lunch, PM Snacks	Check-out

11. Meals and snacks of RO Participants and board and lodging of SDO participants shall be charged from the RO MOOE while travel and other incidental expenses relative to the participation to the event shall be charged against local funds subject to the usual procurement, budgeting, accounting and auditing rules and regulations.

12. Immediate dissemination and strict compliance to this memorandum is directed.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director

# Sample Powerpoint

- Slide 1. Mandate of the Office
- Slide 2. Summary Weight and Rating per KRA
- Slide 3-30 Presentation Proper with MOVs (*scanned MOVs embedded in the presentation as picture shall be verified by PMT in the packed MOVs submitted*)
- Presentation Time is 30 minutes

# Summary Weight Per Key Result Area

• KRA 1: \_\_\_\_\_ (Title) \_\_\_\_\_ %

Output: \_\_\_\_\_

• KRA 2: \_\_\_\_\_ (Title) \_\_\_\_\_ %

Output: \_\_\_\_\_

• KRA 3: \_\_\_\_\_ (Title) \_\_\_\_\_ %

Output: \_\_\_\_\_

# KRA 1. Strategic Management and Operations

<b>Objectives</b>	<i>Based from Compendium of Office Functions Ver. 2</i>				
<b>KPI</b>	<i>Aligned with Objectives</i>				
<b>Target Date</b>				<b>Weight</b>	<b>%</b>
<b>Output/Acco mplishment</b>	<i>How many was achieved/delivered/crafted/attained?</i>				
<b>Actual Result</b>				<b>Rating</b>	<b>Score</b>
<b>Q</b>	<b>E</b>	<b>T</b>	<b>Average</b>		

**MOVs Presented:**

# Sample MOVs