



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 5, 2025

DIVISION MEMORANDUM

SGOD No. 047, s. 2025

**ORIENTATION – WORKSHOP OF SCHOOL HEADS’ OFFICE PERFORMANCE
PLANNING AND COMMITMENT**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Elementary School Heads
Members of the Division Performance Management Team
This Division

1. DepEd Memorandum – OUHROD – 2025 – 0586 or the Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards, including the Revised OPCR Form provides that all governance levels (CO, RO, SDO and schools) shall utilize the revised OPCR Form to capture the specific performance contributing to the office/school plans and accomplishments.
2. Anent thereto, there will be an Orientation – Workshop of School Heads’ Office Performance Planning and Commitment which shall be held on June 25, 2025 at a venue that shall be announced through a separate memorandum.
3. The specific objective of this workshop is to craft the school heads’ OPCR Form for SY 2025 – 2026.
4. The participants to this activity are the Schools Division Superintendent, Assistant Schools Division Superintendent, SGOD Chief and Education Program Supervisor, HRDS SEPS and EPS II, Administrative Officer V and IV (Human Resource), all Principals II and I, ASP II and all Head Teachers I – IV.
5. In this view, all participants are enjoined to bring computer laptops to be used during the workshop.
6. Also, the Performance Management Team (PMT) Secretariat is enjoined to attend to record the proceedings of the activity as well as the significant details of the target setting and performance commitment.



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7. Expenses that shall be incurred in the conduct of this workshop shall be charged to the HRD Program Support Fund subject to the usual accounting and auditing rules and regulations.
8. The Matrix of Activities is attached for your ready reference.
9. Widest dissemination of this Memorandum is enjoined.


BILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



MDR/SGOD/ORIENTATION – WORKSHOP ON SCHOOL HEADS' OFFICE PERFORMANCE PLANNING AND
COMMITMENT/June 5, 2025



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Enclosure No. 01 to Division Memorandum SGOD No. 067, s. 2025

Activity Matrix

June 25, 2025

Time	Activity/Topic	Person Responsible/In - Charge/Facilitator
7:30 – 8:00 AM	Arrival and Registration	SEPS Ma. Dianne Joy R. Dela Fuente EPS II Janice P. Suboc
8:01 – 8:30 AM	Opening Program	SEPS Ma. Dianne Joy r. Dela Fuente
8:31 – 9:00AM	DM – OUHROD – 2025 - 0586	ASDS Gilbert B. Barrera, CESE
9:01 – 10:00 AM	School Heads' Key Result Areas	CES Mayflor D. Romualdo
10:01 – 10:15 AM	Health Break	
10:16 – 12:00 nn	Presentation of Revised OPCRf Part I – A: Commitment to Organizational Outcomes (60%) Part I -B: Innovating and Intervening Accomplishments (20%) Part I – C: Organizational effectiveness (15%) Part II – A: Leadership Competencies (2.5%) Part II – B: Core Behavioral competencies (2.5%) Part III: Summary of Ratings Part IV – A : Office Improvement and Development Plans Part IV – B: Individual Improvement and Development Plans	CES Mayflor D. Romualdo
12:01 – 1:00 PM	Lunch Break	
1:01 – 1:15 PM	Preparatory Activities	
1:16 – 3:30 PM	Workshop Presentation of Program Expenditure Classification (PREXC) Crafting of Performance Indicators Assignment of Weight allocation per objective	EPS Ernie P. Pama CES Mayflor D. Romualdo
3:31 – 4:30 PM	Presentation of Output	
4:31 – 5:00 PM	Wrapping Up	SEPS Ma. Dianne Joy R. Dela Fuente



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