



Republic of the Philippines  
Department of Education  
REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the  
Schools Division Superintendent

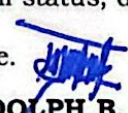
12 September 2023

DIVISION MEMORANDUM  
No. 786, s. 2023

**CRAFTING OF QET PERFORMANCE INDICATORS IN THE OPCR TOOL  
WITH SCHOOL HEADS, VALIDATORS AND RATERS 2023-2024**

To: **Assistant Schools Division Superintendent  
Public Elementary and Secondary School Heads District I & II  
Designated OPCR Validators  
All Others Concerned  
This Division**

1. In line with the Department's mandate to provide objective and systematic performance rating to personnel, the Office through the Performance Management Team shall conduct a special session for the Crafting of QET Performance Indicators in the OPCR tool on September 14, 2023 (1:00-5:00pm) at the Executive Conference Room of El Salvador City Hall, El Salvador City.
2. The participants of this activity are the **Performance Management Team, Validators** and the **School Heads** to ensure collaboration and dissemination of information.
3. The activity aims to:
  - a. finalize crafting of the performance indicators on quality, efficiency and timeliness of Performance Commitment Review Form vis-à-vis relevant and related Professional Standards for School Heads;
  - b. guide the team in the implementation of the policy as a mechanism to address a more objective assessment of the performance and accomplishments.
4. This Memorandum shall also serve as the **Official Authority to Travel** of the identified participants.
5. This office shall adhere to the Equal Opportunity Principle (EEO), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. This is for information, guidance and compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:  
SGOD/PMT/hrd OPCR  
CY 2023



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

**Transforming Schools,  
Forging Partners**

