

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

**Office of the
 Schools Division Superintendent**

April 25, 2024

DIVISION MEMORANDUM
 No. 185, s. 2024

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

To: **Asst. Schools Division Superintendent**
All Section Heads
All Elementary School Heads
All Secondary School Heads
All Others Concerned
 This Division

- Pursuant to DM-OUHROD-2024-0660, this Office informs the field of the Virtual Orientation on the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 on May 2-3 (8:00-12:00 NN) via the online platform.
- Participants of the activity are as follows:

Date	Identified Participants	Designation
May 2	Conniebel C. Nistal, PhD	ASDS
	Ninian A. Alcasid, PhD	Chief, CID
	Rolly B. Labis, EdD	Chief, SGOD
	Jeffrey M. Martinez, JD	AO-V
	Stephanie P. Saligumba, CPA	Budget Officer
	Maricel B. Jangao, CPA	Accountant III
	Karen Rose A. Serrania	SEPS-HRD
May 3	Marilou Y. Descallar	EPS-II HRD
May 3	All School Heads	

- Identified participants are required to pre-register via this link: <https://forms.office.com/r/D6Ewit4pJO>. **The meeting link shall be provided only upon pre-registration.** Further, reference materials shall be provided upon completion of both the pre-registration and post-activity evaluation.

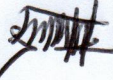





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. Further, the Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

5. For dissemination, guidance, and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent 

To be indicated in the Perpetual Index
under the following subjects:

SGOD/KRAS/hrd ORIENTATION
PERFORMANCE PLANNING AND ASSESSMENT



APR. 25

ASIS CONNIE,

For Attendance with
your select officials



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)	

- NINIAN
- ROLLY
- JEFFREY
- STEPHANIE
- AIDI
- MARICEL JANUARD
- MALOU DECALLAN
- KAREN SERRANO
- HELEN PALACAN

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