


Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM  
OSDS-PER-UM-04-24-2024/FPC

To: Assistant Schools Division Superintendent  
SDO Chiefs, Section/ Unit Heads  
Public Schools Division Supervisors/In-Charge of the District  
Public Elementary/ Secondary School Heads  
All Other Concerned

From:   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Date: April 24, 2024

Subject: **INVITATION TO VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS (DM-OUHROD-2024-0586)**

1. This is to inform all concerned officials and heads of functional offices/ schools in the SDO and schools to attend the Virtual Orientation on the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586) with the following schedules:

| Participants per Batch           | Schedule                  | Time                |
|----------------------------------|---------------------------|---------------------|
| Batch 2: Schools Division Office | May 2, 2024<br>(Thursday) | 8:00 AM to 12:00 NN |
| Batch 3: Schools                 | May 3, 2024<br>(Friday)   |                     |

2. The SEPS for Planning and Research Section, the School Heads of the IUs Schools, and Central Schools are enjoined to participate in the said virtual orientation.

3. The pre-activity registration link/ QR code and the indicative program of activities are attached in the enclosed memorandum.

4. For more information on this activity, you may 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](mailto:bhrod.hrdd@deped.gov.ph).

5. For information and dissemination.





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-0586

RECEIVED  
15 APR 2024  
1:00 5600

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 E. 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<br>(Friday) |                        |
| Batch 2: Regional Offices and School Division Offices | May 2, 2024<br>(Thursday)  | 8:00 AM to<br>12:00 NN |
| Batch 3: Schools                                      | May 3, 2024<br>(Friday)    |                        |



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-BRDD RPMS focal through 8470-6630 or [ehrod.bhrod@deped.gov.ph](mailto:ehrod.bhrod@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"> <li>• Opening Prayer</li> <li>• Welcome Remarks</li> <li>• Acknowledgement of the Participants</li> <li>• Context Setting and Objectives</li> <li>• Expectation Setting</li> </ul>  | HRDD Facilitator   |
| 8:31 AM to 9:30 AM   | <p><b>Session 1:</b> 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"> <li>• Rationale</li> <li>• DepEd Organizational Goals and Outcomes</li> <li>• Legal Bases</li> <li>• Salient Features and Parts of the OPCR</li> </ul> | Undersecretary<br>Wilfredo E. Cabral<br><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"> <li>• Office Performance Management Flowchart</li> <li>• Step-by-step guide in Accomplishing the OPCR following the RPMS Cycle</li> <li>• Ratee Rater Approving Matrix</li> </ul>   |  |
| 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"> <li>• Activity Evaluation</li> <li>• Closing Remarks</li> <li>• Photo Opportunity</li> </ul>  | HRDD Facilitator   |