



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd - Division of Catanduanes
RECORDS SECTION

RELEASED

BY: *[Signature]* No: 021
DATE: 04 FEB 2025 TIME: 8:50

February 3, 2025

OFFICE MEMORANDUM

No. 021, s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 00095, S. 2025, RE:
ADDENDUM AND CORRIGENDUM ON RM NO. 31, S. 2025 ON
THE MECHANICS FOR THE CONDUCT OF THE VALIDATION OF
THE CY 2024 SCHOOLS DIVISION OFFICES' OFFICE
PERFORMANCE AND COMMITMENT REVIEW
FORM (OPCRF) WITH SELF RATING**

TO : OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Unit Heads
SDO Personnel
All Others Concerned

1. This Office disseminates the attached Regional Memorandum No. 00095, s. 2025 dated January 20, 2025, re: Addendum and Corrigendum on RM No. 31, s. 2025 on the Mechanics for the Conduct of the Validation of the CY 2024 Schools Division Offices' Office Performance and Commitment Review Form (OPCRF) with Self Rating.
2. The new schedule of validation of the CY 2024 SDOs OPCRf with self-rating for SDO Catanduanes will be rescheduled to February 5 to 6, 2025.
3. There are also adjustments in the assigned team and its composition as well as additional instruction on the submission of List of Means of Verifications.
4. For information and guidance.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent



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DepEd Tayo – Region V - Catanduanes



Republic of the Philippines
Department of Education
 REGION V - BICOL



20 January 2025

REGIONAL MEMORANDUM
 No. 00095, s. 2025

ADDENDUM AND CORRIGENDUM ON RM NO. 31, S. 2025 ON THE MECHANICS
 FOR THE CONDUCT OF THE VALIDATION OF THE CY 2024 SCHOOLS DIVISION
 OFFICES' OFFICE PERFORMANCE AND COMMITMENT REVIEW
 FORM (OPCRF) WITH SELF-RATING

To : Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 RPMT and RPVT Members
 All Others Concerned

1. Following the Orientation and Coordination Meeting for the RPMT and RPVT members, this Office hereby informs all Schools Division Superintendents (SDS) of the following adjustments and agreements:

Particular	Instructions/Details
New Schedule	The validation of the CY 2024 SDOs OPCRf with self-rating will be rescheduled to February 4-6, 2025.
Assigned Team	Please refer to the updated and corrected Annexes 1A and 1B for the new schedule and the list of RPVT members assigned to each SDO, respectively.
Additional Instruction on the submission of List of Means of Verifications	The RPMT appreciates the SDOs that have submitted a separate list of Means of Verification (MOVs) to PPRD. The RPVT has already reviewed the MOVs in the corresponding columns per the submitted CY 2024 OPCRf with self-rating. If SDOs wish to submit an updated list, it will be accepted until January 24, 2025. Additional MOVs, if there's any, may still be presented during actual validation. Further, the RPMT reiterates this instruction per RM No. 31, s. 2025 <i>"the MOVs and presentations used during the 4th quarter PIRPA shall be shared with PPRD and RPVT through QAD and will not need to be presented again. However, RPVT members may request additional MOVs if necessary, based on their assessment during the validation."</i>
Re-submission of CY 2024 OPCRf with self-	The RPMT commends those SDOs who have submitted their CY 2024 OPCRf with self-rating. However, upon verification by the concerned RPVT members, some



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Particular	Instructions/Details
rating of concerned SDOs	<p>OPCRFs were found to be missing Non-Negotiable Commitments and KRAs. As a result, the affected SDOs will receive a notification letter regarding the necessary adjustments. The corrected CY 2024 OPCRf with self-rating should be resubmitted to pprd.rov@deped.gov.ph on or before January 24, 2025.</p> <p>Further, all concerned are advised to refer to the following previously issued memoranda for consistencies:</p> <ul style="list-style-type: none"> a. RM_058 s_2024 - Revision of the Schools Division Offices CY 2024 Office Performance and Commitment Review Form (OPCRF) b. RM_698 s_2024 - Submission of the SDOs' FY 2024 Office Performance and Commitment Review Form (OPCRF) Per DM-OUHROD-2024-0586 and Reminder on the Conduct of the Mid-Year Performance Review c. RM_1586 s_2024 - Reiteration and Reminders on the Conduct of CY 2025 Phase I Performance Planning and Commitment and Phase II CY 2024 Performance Review and Evaluation

2. All other items remain unchanged.
3. Should you have clarifications, you may contact PPRD at pprd.rov@deped.gov.ph and the RPMT Secretariat through Personnel Section of the Administrative Division at personnel.rov@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum is desired.


GILBERT T. SADSAD
 Regional Director

Ref.: DepEd Order No. 2, s. 2015 dated February 6, 2015

To be indicated in the Perpetual Index under the following subjects

COMMITMENT
COMPENDIUM

OFFICE FUNCTIONS
PERFORMANCE

VALIDATION

PPRD/msc
01/20/2025

00095

Annex 1B: Composition of the Regional Performance Validation Team

Assigned KRA	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Chair/Leader:	GRACE U. RABELAS	SANCHA M. NACION	EVANGELINE A. SACULO	ROY T. BAÑAS	JOCELYN O. DY	ROSE ANN B. TUBIG
Strategic Leadership and Management	Andrew P. Raguero	Shannon D. Abogado	Evangeline A. Saculo Lida R. Alcantara	Roy T. Bañas Mercy S. Castillo	Jocelyn C. Villanueva	Hallen R. Monreal
Curriculum Implementation	Grace U. Rabelas	Sancha M. Nacion Joan L. Lagata	Ricardo M. Tejeresas	Shiela C. Bulawan	Chozara P. Duroy	Loyd H. Botor
Support to school governance and operations	Manuel F. Babasa	Roy G. Rapsing	Priscilla J. Ombao Jose Jr. A. Chavez	Michelle P. Pequeña	Ronaldo B. Buella	Leo R. Madriaga
SDO Management: Administrative	Regie A. Abarrientos Salvador M. Lopera	Santiago Jacky II D. Villafuerte	Thelma N. Navera	Mary Ann T. Bañas	Rosary Ann A. Gimenez	Bernadette M. Robles
SDO Management: Financial Management	Janela L. Raguero	Zer Jethro Rodmell A. Roscuata	Sonia A. Bandola	Ilya O. Vargas	Joy B. Margallo	Sheryl D. Cerillo
SDO Management: Legal Services	Bea Anne Paga Baroma	Julie Ann A. Azores	Joy C. Chavez Lida R. Alcantara	Roy T. Bañas	Luisa Fe L. Montas	Loyd H. Botor
SDO Management: ICT Systems Management	Melanie D. Encarnacion	Casiano B. Perdignes Jr.	Joy C. Chavez	Karen S. Legson	Marvin Buhat	Salvador B. Deyto, Jr.
Partnership and Linkages	Maria Cristina G. Baroso	Deo R. Moreno	Israel F. Parra	Maria Rosalia Vivien Maninang	Marites O. Rabulan	Daisy D. Moratalla
Office Administration and Performance Management	Melanie D. Encarnacion Mark Kevin A. Arroco	Jeremy A. Atad Mayflor Marie L. Jumamil	Ma. Corazon A. Aler	Catalina P. Garcia	Paraluman M. Torregoza	Joe-Bren L. Consuelo
Innovating and Intervening Accomplishments	Christie L. Alvarez Melanie D. Encarnacion	Joan L. Lagata Jeremy A. Atad	Nora J. Laguda Ma. Corazon A. Aler	Shiela C. Bulawan Catalina P. Garcia	Ma. Leilani R. Lorico Paraluman M. Torregoza	Maria Ayrin B. Adriano Joe-Bren L. Consuelo
Part IC	Janela L. Raguero Manuel F. Babasa	Zer Jethro Rodmell A. Roscuata Roy G. Rapsing	Sonia A. Bandola Priscilla J. Ombao Jose Jr. A. Chavez	Ilya O. Vargas	Joy B. Margallo Ronaldo B. Buella	Sheryl D. Cerillo Leo R. Madriaga
Documenter	Regie A. Abarrientos	Ma. Ana Mae B. Bernardino	Thelma N. Navera	Ma. Alexandra L. Bacunawa	Rosary Ann A. Gimenez	Ruth B. Bendita

Annex 1A: SDOs' Schedule and Assigned Team

SDOs	Assigned Team	Date
ALBAY	Group 6	February 4, 2025 (AM)
LEGAZPI CITY		February 4, 2025 (PM)
LIGAO CITY		February 5, 2025
TABACO CITY	Group 5	February 4, 2025 (AM)
CATANDUANES		February 4-5, 2025
IRIGA CITY	Group 4	February 4, 2025
CAMARINES SUR		February 5, 2025
CAMARINES NORTE	Group 3	February 4-5, 2025
NAGA CITY		February 5, 2025
SORSOGON CITY	Group 2	February 4, 2025
SORSOGON		February 5, 2025
MASBATE	Group 1	February 4-5, 2025
MASBATE CITY		February 5-6, 2025

