Quezon
DEPED QUEZON
ICT UNIT
UPLOADED
Date/Time: 12/13/2023
By: Rommel
Ref. No. OM 182 - 23

12 December 2023

OFFICE MEMORANDUM
OM No. 182 , s. 2023

CORRIGENDUM TO OM 109, S. 2023 SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) MOVS

To: Assistant Schools Division Superintendents
Division Chiefs/Section Heads
Division Planning Team
Division Performance Management Team
All Others Concerned

In line with Regional Memorandum No. 398 s. 2023 *Re: Updates on the Preparation, Submission, and Validation of 2023 Office Performance Commitment and Review Form (OPCRF)* and OM 109, S. 2023 *SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) MOVS,* submission of OPCRF MOVS shall be submitted on **December 22, 2023**, instead of January 5, 2024.

Strict and immediate compliance to this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

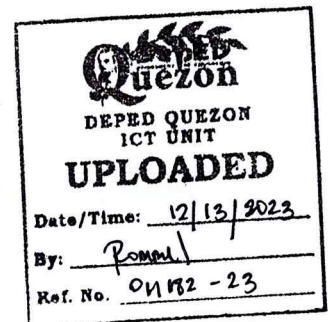*Pmtmjdf 12/12/2023*
DEPEDQUEZON-TM-SDS-04-010-005

Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE
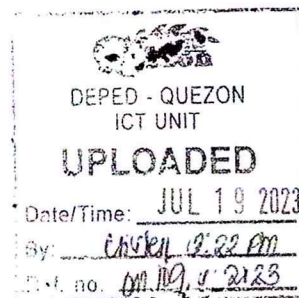
17 July 2023

OFFICE MEMORANDUM
OM No. _109_, s. 2023

SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) MOVS

To: Assistant Schools Division Superintendents
      Division Chiefs/Section Heads
      Division Planning Team
      Division Performance Management Team
      All Others Concerned

In line with Regional Memorandum No. 398 s. 2023 *Re: Updates on the Preparation, Submission, and Validation of 2023 Office Performance Commitment and Review Form (OPCRF)*, all Division Chiefs, Section Heads and Process/Program Owners are advised to submit the outputs and means of verifications (MOVs) of the Division OPCRF following the instruction below.

1. The attached identified MOVs to be prepared and submitted with assigned program/process owners shall be the guide to be followed.

2. In the preparation of MOVs, the following file format must be considered

File Format	Documents/ MOVS
PDF File	MOAs/Minutes of Meeting Accomplishment/ Completion or Terminal report/ Division Plans/ Certificates and other Legal/Official documents
Spreadsheet/Excel	System Generated reports
Presentation/Powerpoint	Accomplishment reports/ Systems Features

DEPEDQUEZON-TM-SDS-04-010-005

"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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**Email Address:** quezon@deped.gov.ph
Website: www.depedquezon.com.ph

File Format	Documents/ MOVS
JPEG/PNG	IEC Materials/FAQs

3. Submit the MOVs thru https://tinyurl.com/SDOOPCRFEvidences2023. Separate folders are designated for each KRA, Objectives and Outputs.

4. File to be uploaded shall be named properly for proper documentation.

5. Submit the MOVS on or before **July 24, 2023 for Mid Year** and update the MOVs for **Year End on or before January 5, 2024.**

6. Strict and immediate compliance to this memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Pmtmjdf17/07/2023

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MOVS ASSIGNMENT per KRA and Objective

KRA	Objective	Outputs/MOVs	In-Charge
Curriculum Implementation	1. To ensure effective management and implementation of curriculum in the SDO in compliance to quality standards	Report on schools which implemented and followed quality teaching and learning standards	CID
		Report on the curriculum support programs, projects and activities implemented	CID
		Developed localized curricula per learning area	CID
		M&E results analysis utilized with policy recommendations to improve curriculum implementation	CID
Curriculum Implementation	2. To ensure effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes	Report on the schools and CLCs with improved learning assessment outcomes per learning area per quarter	CID
		Report on the number of schools and CLCs with improved learning assessment outcomes per learning area per quarter	CID
Curriculum Implementation	3. To manage the implementation of policies, guidelines, and standards, in the development and/or	Inventory of developed and/or contextualized learning resources	CID
		Report on the number of schools and learning centers that can access	CID

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KRA	Objective	Outputs/MOVs	In-Charge
	contextualization of learning resources	and/or utilized learning resources	
Support to school governance and operations	1. To establish a mechanism for effective implementation of PPAs in the SDO	Implementing guidelines on the implementation of PPAs with report on SDO units adapting the established mechanism	SGOD
		Accomplished M&E tools for PAPs implementation	SGOD – SMME
		Approved PIRPA Reports	SGOD – SMME
Support to school governance and operations	2. To translate the National Education Development Plan and Regional Basic Education Plan (RBEP), and framework to operational plan that is aligned to the context and situation of the SDO	Copy of signed and approved DEDP	SGOD - PAR
Support to school governance and operations	3. To provide strategic directions on support for school management and operations	Approved OPCRF, DEDP/SIP/AIP	SGOD - PAR
Support to school governance and operations	4. To ensure the operationalization of	Approved training proposals/resource package based on LDNA reports	SGOD - HRTD

KRA	Objective	Outputs/MOVs	In-Charge
	the L&D Systems in the SDO.	Implemented programs on rewards and incentives for service excellence	SGOD - HRTD
SDO Management - Administrative	1. To properly and promptly provide personnel action and compensation.	Report on the number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified (through Personnel Data System)	Admin – Personnel
		Report on the number of personnel who are regularly and promptly provided with compensation (duly signed payrolls)	Admin - Personnel
		Report on the users of e-feedback facility in all offices and results/listings of feedback gathered	Admin
		Report on the number of approved appointments and deployments, other PA evaluated and recommended personnel actions	Admin - Personnel
		Report on the number of vacant items that are filled up (with increment)	Admin - Personnel
SDO Management - Administrative	2. To establish and maintain an	Printed and electronic copies of records	Admin - Records

KRA	Objective	Outputs/MOVs	In-Charge
	updated, accurate, well-planned, and coordinated system for records management and general services.	Encoded data in a stand-alone computer junket to all systems	Admin - Records
		Functional Records Management System e.g. document tracking system	Admin - Records
		Data Information systems with the prescribed format and properly signed by authorized officials	Admin - Records
SDO Management - Administrative	3. To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd.	Updated Inventory of Division Assets	Admin - Supply
		Report on the schools and learning centers with updated inventory of supplies, materials, and equipment	Admin - Supply
		Report on the schools and learning centers provided with necessary supplies, materials and equipment	Admin - Supply
SDO Management - Administrative	4. To ensure compliance to procurement laws/guidelines.	Approved documents compliant with the specifications: (PPMP, RFQ, NOA, Contract, and NTP) – one set per PPAs	Admin - Procurement
		List of procurement transactions that are completely supported by the required procurement documents	Admin - Procurement

KRA	Objective	Outputs/MOVs	In-Charge
SDO Management – Financial Management	1. To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools	Complete financial management records submitted and acknowledged by receiving GAs	Budget and Accounting
		Budgetary and Financial Reports	Budget and Accounting
		Financial Management Process Flow	Budget and Accounting
		Report on financial issues and concerns	Budget and Accounting
		Report on fund utilization submitted regularly	Budget and Accounting
		Liquidation Reports of Schools and LCs	Accounting
		Monitoring and Evaluation Reports	Budget and Accounting
		Payroll/Disbursement Vouchers	Budget and Accounting
		Financial Accountability Reports (FARs)	Budget and Accounting
		Liquidation Reports of schools and Learning Centers	Accounting
SDO Management – Legal Services	1. To provide legal advice and opinion to the SDS, ASDS and other officials of the Division in relation to the	List/copy of legal advice/opinions/decisions provided	Legal

KRA	Objective	Outputs/MOVs	In-Charge
	performance of their functions		
SDO Management – Legal Services	2. To evaluate complaints and conduct investigation on cases filed against non-teaching personnel	Reports on complaints acted upon	Legal
		Reports on investigations conducted	Legal
SDO Management – Legal Services	3. To draft actions/ endorsements on complaints and letters for signature of the SDS in accordance with the provisions of the law and DepEd rules and regulations	Reports on endorsements made via-a-vis number of complaints received	Legal
		File of letters/ endorsements signed by the SDS	Legal
SDO Management – Legal Services	4. To interpret laws and rules affecting the implementation of various Division programs	Reports on documents interpreted vis-à-vis number of endorsements/referrals received	Legal
SDO Management – Legal Services	5. To prepare and review contracts, Memorandum of Agreements (MOA) and instruments to which the Division or any of its offices and schools is a party and interprets	List of MOAs and legal instruments reviewed within the target date vs. incoming requests	Legal
		Copy of signed/approved Memorandum of Agreements (MOAs)	Legal

KRA	Objective	Outputs/MOVs	In-Charge
	the provisions therein		
SDO Management – Legal Services	6. To conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO)	List of investigations conducted versus number of complaints as delegated	Legal
SDO Management – Legal Services	7. To represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	Reports or list of legal representation/appearances (if applicable)	Legal
SDO Management – Legal Services	8. To continuously improve the services of the Legal unit	Report or list of E-Certifications validated and issued/released online	Legal
		Report on documents acted upon within the allowable time	Legal
		List of office processes introduced to improve legal services	Legal
SDO Management – ICT Systems Management	1. To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to	Approved Maintenance and Monitoring Plan	ICT
		M&E Reports	ICT

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KRA	Objective	Outputs/MOVs	In-Charge
	2. To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level MOVs: Synchronized Calendar of Activities	SDO Calendar and Targets	Planning Team
		PIRPA Reports	All Functional Divisions (OSDS, CID, SGOD)
	3. To promote a culture of excellence, innovation and collaboration	Documentation of recognition initiatives conducted	SGOD - HRTD
		CCSS rating received	Risk Management Team
		Customers' feedback report	Risk Management Team
	4. To manage the timely and accurate release of information, and communication materials	Copy of developed IEC Materials/FAQs	ICT/ DIO/ All Sections with IEC
	5. To conduct periodic monitoring and	IPCRF/OPCRF	Performance Management Team

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KRA	Objective	Outputs/MOVs	In-Charge
	effectively support operations.		
SDO Management – ICT Systems Management	2. To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems.	ICT plans and narrative reports signed	ICT
		List of or reports on school and earning resources and the LRMS	CID-LRMDS/ICT
SDO Management – ICT Systems Management	3. To provide technical support in the management of Learning Resource Management System (LRMS)	Reports on the utilization of/access to learning resources and the LRMS	CID-LRMDS/ICT
SDO Management – ICT Systems Management	4. To coordinate with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs.	Report on all ICT related activities	ICT
		Accomplished requests for technical/repair assistance form	ICT
Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiencies	Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures	Risk Management Team
		Operational document tracking system	ICT

KRA	Objective	Outputs/MOVs	In-Charge
	evaluation of office/staff performance for the provision of relevant learning and development programs	List of PPAs and corresponding number of capacitated staff	SGOD – HRTD/SMME in collaboration with All Section Heads
		Reports on performance coaching conducted	Performance Management Team/ Section Heads
		Training completion/terminal Reports	SGOD – HRTD in collaboration with All Section Heads
		Reports on Performance Review conducted	Performance Management Team/ Section Heads