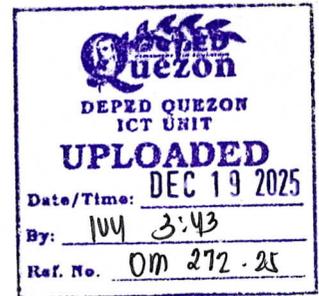




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



17 December 2025

**OFFICE MEMORANDUM**  
OM No. 272, s. 2025

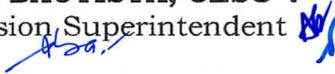
**SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)  
MOVS OF THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)**

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

In line with the conduct of performance management activities as stated in DepEd Order 2, s. 2015, Division Chiefs, Section Heads, and Program Coordinators are advised to submit the MOVs pertaining to the Office of the Schools Division Superintendent KRAs.

All Outputs/MOVs for the Year-End Performance must be **properly signed by the Head of Office scanned, converted to PDF** and shall be submitted and uploaded through the link <https://tinyurl.com/TMOPCRFMovs2025> on or before **January 7, 2026**.

Strict and immediate compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

pmtatma12/17/2025

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**MOVS ASSIGNMENT per KRA and Objective**

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

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KRA	Objective	Outputs/MOVs	In-Charge
Support to school governance and operations	1. To establish a mechanism for effective monitoring implementation of PPAs in the SDO	a) Implementing guidelines on the implementation of PPAs with report on SDO units adapting the established mechanism b) Accomplished M&E tools for PAs implementation c) Approved PIRPA Reports d) DMEA 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 the L&D Systems in the SDO.	a) Approved training proposals/resource package based on LDNA reports (With Training Design, QAME Report, Accomplishment Report) b) Implemented programs on rewards and incentives for service excellence (With Guidelines, Feedback/M&E	SGOD - HRTD
			SGOD - HRTD

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KRA	Objective	Outputs/MOVs	In-Charge
SDO Management - Administrative	1. To properly and promptly provide personnel action and compensation.	<p style="text-align: center; color: red;">Report Accomplishment Report)</p> a) Report on the number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified (through Personnel Data System) b) Report on the number of personnel who are regularly and promptly provided with compensation (duly signed payrolls) c) Report on the users of e-feedback facility in all offices and results/listings of feedback gathered d) Report on the number of approved appointments and deployments, other PA evaluated and recommended personnel actions e) Report on the number of vacant items that are filled up (with increment)	Admin – Personnel
SDO Management - Administrative	2. To establish and maintain an updated, accurate, well-planned, and coordinated system for records management and general services.	a) Printed and electronic copies of records b) Encoded data in a stand-alone computer junket to all systems c) Functional Records Management System e.g. document tracking system d) Data Information systems with the prescribed format and properly signed by authorized officials	Admin - Records

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KRA	Objective	Outputs/MOVs	In-Charge
SDO Management - Administrative	3. To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd.	a) Updated Inventory of Division Assets b) Report on the schools and learning centers with updated inventory of supplies, materials, and equipment c) 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.	a) Annual Procurement Plan (APP) b) Supplemental APP – 2 reports for CY 2025 c) Procurement Monitoring Report – 2 semiannual reports d) Annual Procurement Compliance and Performance Indicator (APCPI) e) Certificate of Early Procurement Activities f) Approved documents compliant with the specifications: (PPMP, RFQ, NOA, Contract, and NTP) – one set per Project g) List of procurement transactions that are completely supported by the required procurement documents	Admin - Procurement
SDO Management – Financial Management	1. To provide economical, efficient, and effective financial management services to ensure the cost-effective	a) Complete financial management records submitted and acknowledged by receiving GAs b) Budgetary and Financial Reports c) Financial Management Process Flow	Budget and Accounting

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<b>KRA</b>	<b>Objective</b>	<b>Outputs/MOVs</b>	<b>In-Charge</b>
	utilization of financial resources of the division and schools	d) Report on financial issues and concerns e) Report on fund utilization submitted regularly f) Liquidation Reports of Schools and LCs g) Monitoring and Evaluation Reports h) Payroll/Disbursement Vouchers i) Financial Accountability Reports (FARs) j) Liquidation Reports of schools and Learning Centers	
SDO Management – Legal Services	1. To ensure the provision of legal advice and opinion to the Division, schools, and learning centers in relation to the performance of their functions	a) List/copy of legal advice/opinions/decisions provided	Legal
SDO Management – Legal Services	2. 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 the provisions therein	a) List of MOAs and legal instruments reviewed within the target date vs. incoming requests b) Copy of signed/approved Memorandum of Agreements (MOAs)	Legal

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<b>KRA</b>	<b>Objective</b>	<b>Outputs/MOVs</b>	<b>In-Charge</b>
SDO Management – Legal Services	3. To ensure the continuous implementation and improvement of legal services	a) Report or list of E-Certifications validated and issued/released online b) Report on documents acted upon within the allowable time c) 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 effectively support operations.	a) Approved Maintenance and Monitoring Plan b) M&E Reports	ICT
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.	a) ICT plans and narrative reports signed b) List of or reports on school and learning 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)	a) Reports on the utilization of/access to learning resources and the LRMS	CID-LRMDS/ICT

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<b>KRA</b>	<b>Objective</b>	<b>Outputs/MOVs</b>	<b>In-Charge</b>
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.	a) Report on all ICT related activities b) Accomplished requests for technical/repair assistance form	ICT
Partnership and Linkages	1. To identify resource needs and potential and local and international donors.	a) Signed MOA/MOU b) List of resource needs with the profile of potential local and international donors	SGOD-SOCMONET
	2. To craft localized policies and standards for partnership building	a) Memoranda b) Localized policies and standards for partnership building	
	3. To create opportunities for partnership in relevant areas	a) Signed MOAs/MOUs b) Support/Assistance received with applicable support documents (e.g. contracts, pledges)	

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KRA	Objective	Outputs/MOVs	In-Charge
	4. To establish M&E for partnership sustainability	a) Progress report b) M&E Tool for sustained partnership c) Organized information system	
Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiencies	a) Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures b) Operational document tracking system	Risk Management Team  ICT
	2. To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level MOV: Synchronized Calendar of Activities	a) SDO Calendar and Targets b) PIRPA Reports	Planning Team  All Functional Divisions (OSDS, CID, SGOD)
	3. To promote a culture of excellence, innovation and collaboration	a) Documentation of recognition initiatives conducted b) CCSS rating received c) Customers' feedback report	SGOD - HRTD  Risk Management Team

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<b>KRA</b>	<b>Objective</b>	<b>Outputs/MOVs</b>	<b>In-Charge</b>
	4. To manage the timely and accurate release of information, and communication materials	a) Copy of developed IEC Materials/FAQs	ICT/ DIO/ DRRM/ All Sections with IEC
	5. To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	a) IPCRF/OPCRF	Performance Management Team
		b) List of PPAs and corresponding number of capacitated staff	SGOD – HRTD/SMME in collaboration with All Section Heads
		c) Reports on performance coaching conducted	Performance Management Team/ Section Heads
		d) Training completion/terminal Reports	SGOD – HRTD in collaboration with All Section Heads
		e) Reports on Performance Review conducted	Performance Management Team/ Section Heads

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