



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY

January 9, 2024

(DM No. 364, s. 2024 re: CY 2024 Agency Performance Planning and CY 2023 Review of Performance)

All personnel involved in the preparation for the Regional Validation of 2023 Office Performance Rating on January 26, 2024 are hereby informed of the updated schedule of activities/inter-office validation.

Regional Memoranda No. 10 and 21, s. 2024 are enclosed in this advisory along with the schedule of activities.

For guidance and compliance of all the concerned.

SUSAN S. COLLANO CESO V
Schools Division Superintendent



UPDATED SCHEDULE

DM 31, s. 2019 A Rev. 01



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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

UPDATED SCHEDULE

ACTIVITY	Responsible Persons	Date & Time
Final Inter-office Pre-Validation of 2023 OPR	SDO Planning Team	January 15, 2024, 1:00-5:00 PM
Regional Validation of SDOs' 2023 OPR	Regional and SDO Planning Team	January 26, 2024, 8:00-5:00 PM
Debriefing activity	SDO Planning Team	January 29, 2024, 1:00-5:00 PM

INTER-OFFICE VALIDATION SCHEDULE

Office	Validator	Time	
OSDS	CID	1:00-2:00 pm	
CID	SGOD	2:00-3:00 pm	
SGOD	OSDS	3:00-4:00 pm	

INTER-OFFICE VALIDATORS

KRAs	MOVs	FOCAL PERSON/S	VALIDATORS
KRA 1 Curriculum Implementation (30%)	1. Number of schools which implemented and followed quality teaching and learning; 2. Number of curriculum support programs, projects and activities implemented; 3. Number of developed localized curricula per learning area; 4. M&E Report	Amy Silerio/Gina Bobis/Margie Bathan/Elvin Monroy/Ed Laureles/Fernando Carandang/ALS	Maria Teresita Rentoy
	1. Number of schools and CLCs with improved learning assessment outcomes as a result of conferences and other interventions; 2. Number of reports on assessment of learning outcomes submitted to the SDO; 3. Memos and Minutes of meetings, conferences, FGDs	Emma Naguna/Joretze Carandang/Benedik Ubante/Jarme Taumatorgo	Jerome Baldemoro, Jobert Narvadez
	1. Inventory of developed and/or contextualized learning resources; 2. Number of schools and learning centers that can access and/or utilize learning resources	Cesar Arriola/Margie Tuy/Helen Aragon	Michelle Lo

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KRAs	MOVs	FOCAL PERSON/S	VALIDATORS
KRA 2 Support to School Governance and operations (25%)	1. Report of SDO units adapting the established mechanism; 2. Number of accomplished PAPs M&E tool; 3. Pirpa Report	Tet Rentoy	Mary Ann B. Rosauro
	1. Copy of signed and approved DEDP; 2. Samples of approved SIP/AIP/WFP	Vilma Cueto/Michelle Lo	Sheila Margarita Durante
	1. Approved OPCRF, DEDP/SIP/AIP	Vilma Cueto/Michelle Lo	Sheila Margarita Durante
	1. Number of approved training proposals/resource package based on LDNA reports; 2. L&D and R&R plans; 3. Number and list of employees given recognition/incentive/award; 4. PIRPA Report; 5. Number of schools given awards/recognition	Joseph Condono/Antonette Maristela/ASDS Cecil Ferro	Salvacion Verona, Mary Ann Encila
KRA 3 SDO Management (30%)	1. Number of personnel qualified for application/implementation of ERF, step increment, loyalty award, and other benefits promptly identified; 2. Number of personnel who are regularly and promptly provided compensation; 3. Number of users of client satisfaction survey; 4. Number of approved appointments and deployments evaluated and recommended personnel actions	Mary Ann Rosauro/Sheila Durante/Dexter Tuy/Melita Canton	Rhea Samino, Noel Balares
	1. PIRPA Report	Salve Verona/Mary Ann Encila/Edna Porteria	Ramil Pederio, Teresita Irma Dy-Cok
	1. Number of Complaints received and acted upon 2. Number of Investigation Reports/Endorsements	Atty. Darcy De Lima	Mary Ann Papica, Benedik Warren Ubante
	1. Approved localized ICT I and Monitoring Plan; 2. M & E Reports; 3. Number of Schools and Learning Centers that implemented ICT Plan	Atty. Noe Dizon	Dante Santelices, Fernando Carandang

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KRAs	MOVs	FOCAL PERSON/S	VALIDATORS
KRA 4 Office Administration and Performance Management (15%)	1. Streamlined processes/services and procedures based on operations manual and citizen charter; 2. Operational document tracking system; 3. Harmonized SDO calendar with harmonized targets; 4. Number of recognition initiatives conducted; 5. CCSS rating received; 6. 80% of satisfied clients/customers based on feedback received; 7. Percentage of achievement of IPCRF/OPCRF; 8. Number of personnel who attended learning and development programs; 9. Number of performance coaching activity conducted; 10. Number of performance review conducted	Mary Ann Rosauro/Noe Dizon/Dexter Tuy/Sheila Durante/ASDS Cecil Ferro/Joseph Condono	Josefina Solis, Elvin Monroy
	1. PIRPA Report; 2. Monthly Calendar of Activities	Tet Rentoy/ASDS Cecil Ferro	Edna Porteria
	1. IPCRF/OPCRF Report 2. Number of Performance Coaching activity conducted 3. Number of Personnel who attended L & D program	Joseph Condono/Antonette Maristela/Sheila Durante/Michelle Lo	Dexter Tuy, Michael Noe Dizon
KRA 5 PLUS FACTOR 10%	1. ISO Certificate	Michael Del Rosario	Melita Canton
	2. Letter from the CSC; 2. Assessment and Onsite Announcement of Compliance to PRIME HRM Maturity Level II	Joretze Carandang	Orencio Chavez
	3. Regional Memo	Orencio Chavez	Darcy de Lima

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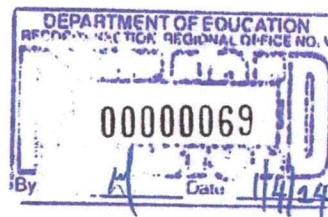


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REGION V - BICOL



03 Jan 2024

REGIONAL MEMORANDUM
No. 000010, s. 2024

**CORRIGENDUM AND ADDENDUM TO THE RM NO. 780 RE: CY 2024 AGENCY
PERFORMANCE PLANNING AND CY 2023 REVIEW OF PERFORMANCE**

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions, *Regional Office Proper Only*
All Others Concerned

1. Please be informed that the conduct of the RPMT/RPVT CY 2024 1st Agency Performance Planning and Review Meeting will be conducted on January 5, 2024, at NEAP R-5 Function Hall, Rawis, Legazpi City. See the attached Enclosure No. 1 for the List of Participants and Indicative Matrix, for reference.

2. Further, all the Schools Division Superintendents, Chiefs of the Functional Divisions (Regional Office Proper), and all the RPMT and RPVT members and leaders are directed to be guided of the following schedules and deadlines:

ACTIVITY	INSTRUCTIONS/DEADLINE/SCHEDULE
Submission of CY 2024 Draft OPCR of SDOs and Functional Divisions (FDs) of the Regional Office Proper	CY 2024 OPCR of the SDOs and FDs can still be submitted until January 4, 2024; 5:00 p.m. to this drive link: https://bit.ly/CY2024SubmissionSDOsFDsOPCR <i>Note: Please disregard if CY 2024 OPCR of your respective SDO/FD was already submitted.</i>
Validation of the FDs' CY 2023 Office Performance Rating	January 4 to 5, 2024 will be moved to January 8 to 9, 2024. <i>See the attached Enclosure No. 2 for the FDs' specific schedule and assigned validators.</i>
Submission of the Regional Office Personnel CY 2023 Individual Performance Rating	All the Regional Office Proper personnel shall submit the CY 2023 Individual Performance Rating on January 11, 2024. For the details and specific instructions, please refer to the Office Memorandum HRDD 2023-00-25 dated December 1, 2023.



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ACTIVITY	INSTRUCTIONS/DEADLINE/SCHEDULE
Validation of the SDOs' CY 2023 Office Performance Rating	January 15-19, 2024 will be moved to January 25-26, 2024. <i>See the attached Enclosure No. 3 for the SDOs' specific schedule and assigned validators.</i>

3. Should you have further clarifications, please do not hesitate to contact PPRD at pprd.rov@deped.gov.ph.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encls.: As stated.

Refs.: Regional Memorandum No. 800, s. 2023 dated December 27, 2023
Regional Memorandum No. 780, s. 2023 dated December 18, 2023
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

PPRD/msc
01/03/2024

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Enclosure No. 1: List of Participants for the RPMT/RPVT CY 2024 1st Agency Performance Planning and Review Meeting

Regional Performance Management Team is composed of the following:

	PERMANENT	PERMANENT ALTERNATE
Chair:	BEBIANO I. SENTILLAS Assistant Regional Director	
Members:	ROY T. BAÑAS Chief ES, PPRD	MERCY S. CASTILLO Planning Officer III, PPRD
	ROSE ANN B. TUBIG SAO, OIC -Chief AO, FinD	
	ROEY JOSE C. ALFEREZ Chief ES, Administrative Division	SANTIAGO JACKY D. VILLAFUERTE, II SAO, AdminD
	JOCELYN O. DY Chief ES, QAD	RONALDO B. BUELLA EPS, QAD
	SANCHA M. NACION Chief ES, HRDD	JOE-BREN L. CONSUELO EPS, HRDD
	FRANCISCO B. BULALACAO, JR Chief ES, CLMD	MARIA AYRIN B. ADRIANO EPS, CLMD
	EVANGELINE A. SACULO Chief ES, FTAD	JOY C. CHAVEZ EPS, FTAD
	RONALD C. ASIS Chief ES, ESSD	MARIA CRISTINA G. BAROSO PDO-IV, ESSD
	RICARDO M. TEJERESAS EPS, CLMD Education Program Supervisors' Representative	NORA J. LAGUDA EPS, CLMD
	NORMA B. SAMANTELA Schools Division Superintendent, SDO Camarines Sur President, BASS Inc., SDSs' Representative	NENE R. MERIOLES Schools Division Superintendent SDO Albay Vice President, BASS Inc.,
	CASIANO B. PERDIGONES, JR. EPS, FTAD NEU Regional Chapter Representative	MA. CORAZON A. ALER EPS, HRDD NEU Regional Chapter Representative
Observer:	AURORA CHAVEZ-DE GUZMAN Chairperson, CODE-NGO Representative DepEd-Recognized Civil Society Organization	
Secretariat:	Personnel Section – Administrative Division through its head: MARY ANN T. BAÑAS AO-V (Personnel Section), Administrative Division	THELMA N. NAVERA AO-IV (Personnel Section), Administrative Division

1. The Regional Performance Validation Team is composed of the following:

Chair:	JOE-BREN L. CONSUELO EPS, HRDD
Co-Chair:	HALLEN R. MONREAL EPS, PPRD
Members:	GRACE U. RABELAS EPS, CLMD-LRMS
	SHIELA C. BULAWAN EPS, CLMD
	NORA J. LAGUDA EPS, CLMD
	MARIA AYRIN B. ADRIANO

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	EPS, CLMD
	LOYD H. BOTOR EPS, CLMD
	CHOZARA P. DUROY EPS, CLMD
	MA. LEILANI R. LORICO EPS, CLMD
	JOY C. CHAVEZ EPS, FTAD
	CASIANO B. PERDIGONES, JR. EPS, FTAD
	TERESA T. BUASAN SEPS on-detail, FTAD
	ROY G. RAPSING EPS, QAD
	MICHELLE P. PEQUEÑA EPS, QAD
	PRISCILLA J. OMBAO EPS, QAD
	MANUEL F. BABASA EPS, QAD
	ROSYLIN S. LORIA Master Teacher I on-detail, QAD
	CATALINA P. GARCIA EPS, HRDD
	PARALUMAN M. TORREGOZA SEPS, HRDD-NEAP R5
	JEREMY A. ATAD EPS-II, HRDD-NEAP R5
	MELANIE D. ENCARNACION EPS-II, HRDD
	MARIA CRISTINA G. BAROSO PDO-IV, ESSD
	ISRAEL F. PARRA MO-IV, ESSD
	MARIA ROSALIA VIVIEN MANINANG Dentist III
	MARITES O. RABULAN Nutritionist-Dietitian II
	DEO R. MORENO PDO - II, ESSD
	SONIA A. BANDOLA AO- V, FD
	ILYA O. VARGAS AO = II, FD
	ZER JETHRO RODMELL A. ROSCUATA Accountant II
	JOY B. MARGALLO Accountant III
	ROSE ANN B. TUBIG Accountant III, FD
	JANELA L. LOSITO Administrative Officer II, FinD
	LIDA R. ALCANTARA EPS on-detail, PPRD
	MERCY S. CASTILLO Planning Officer III, PPRD
	ANDREW P. RAGUERO EPS-II, PPRD
	SHANNON D. ABOGADO AO - II, PPRD

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Secretariat:	THELMA N. NAVERA AO-IV (Personnel Section), Administrative Division JOHANNA MARIE M. LLEGADO AO-II (Personnel Section), Administrative Division ROSARY ANN A. GIMENEZ Teacher Credentials Evaluator II (Personnel Section), Admin. Division RUTH B. BENDITA Administrative Aide VI SHEEVA MARIE M. PORCIUNCULA Administrative Aide VI
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Enclosure No. 2: FDs' specific schedule and assigned validators.

Date	FSD	Validator
January 8, 2024	PPRD	FinD
January 8, 2024	FTAD	AdminD
January 8, 2024	CLMD	HRDD
January 8, 2024	ESSD	QAD
January 9, 2024	HRDD	ESSD
January 9, 2024	QAD	CLMD
January 9, 2024	Administrative Division	PPRD
January 9, 2024	Finance Division	FTAD

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Enclosure No. 3: SDOs' schedule and Assigned Team

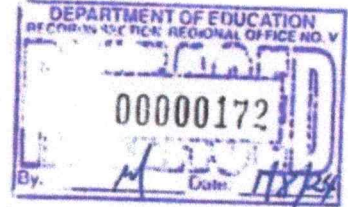
SDOs	Assigned Team	Date and Time
ALBAY	Group 1	January 25, 2024 (AM)
LEGAZPI CITY		January 25, 2024 (PM)
LIGAO CITY		January 26, 2024
TABACO CITY	Group 2	January 25, 2024 (AM)
CATANDUANES		January 25-26, 2024
IRIGA CITY	Group 3	January 25, 2024
CAMARINES SUR		January 26, 2024
CAMARINES NORTE	Group 4	January 25, 2024
NAGA CITY		January 26, 2024
SORSOGON	Group 5	January 25, 2024
SORSOGON CITY		January 26, 2024
MASBATE	Group 6	January 25-26, 2024
MASBATE CITY		January 26, 2024

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Republic of the Philippines
Department of Education
REGION V - BICOL



3 Jan 2024

REGIONAL MEMORANDUM
No. 000021, s. 2024

**RECONSTITUTION OF THE REGIONAL PERFORMANCE MANAGEMENT AND
VALIDATION TEAMS (RPMT AND RPVT)**

To : Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of the Functional and Support Divisions, this Office
Heads of the Sections/Units, this Office
Chiefs of the Curriculum Implementation Division (CID)
Chiefs of the School Governance and Operations Division (SGOD)
All Others Concerned

1. In accordance with DepEd No. 2, s. 2015, dated February 6, 2015 on the Guidelines on Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, all DepEd officials and employees are mandated to accomplish and submit the Office Performance Commitment and Review Form (OPCRF); hence, the DepEd RO V hereby reconstitutes the Composition of Regional Performance Management and Validation Teams.

2. Regional Performance Management Team is composed of the following:

Designation	PERMANENT MEMBER	PERMANENT ALTERNATE MEMBER
Chair:	BEBIANO I. SENTILLAS Assistant Regional Director	
Members:	ROY T. BAÑAS Chief ES, PPRD	MERCY S. CASTILLO Planning Officer III, PPRD
	ROSE ANN B. TUBIG SAO, OIC-Chief AO, FinD	JOY B. MARGALLO Accountant III
	ROEY JOSE C. ALFEREZ Chief ES, Administrative Division	SANTIAGO JACKY D. VILLAFUERTE, II SAO, AdminD
	JOCELYN O. DY Chief ES, QAD	RONALDO B. BUELLA EPS, QAD
	SANCH A M. NACION Chief ES, HRDD	JOE-BREN L. CONSUELO EPS, HRDD
	FRANCISCO B. BULALACAO, JR. Chief ES, CLMD	MARIA AYRIN B. ADRIANO EPS, CLMD
	EVANGELINE A. SACULO Chief ES, FTAD	JOY C. CHAVEZ EPS, FTAD
	RONALD C. ASIS Chief ES, ESSD	MARIA CRISTINA G. BAROSO PDO-IV, ESSD
	RICARDO M. TEJERESAS EPS, CLMD Education Program Supervisors' Representative	NORA J. LAGUDA EPS, CLMD
	NORMA B. SAMANTELA Schools Division Superintendent, SDO Camarines Sur President, BASS Inc., SDSs' Representative	NENE R. MERIOLES Schools Division Superintendent, SDO Albay Vice President, BASS Inc.



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Designation	PERMANENT MEMBER	PERMANENT ALTERNATE MEMBER
	CASIANO B. PERDIGONES, JR. EPS, FTAD NEU Regional Chapter Representative	MA. CORAZON A. ALER EPS, HRDD
Observer:	AURORA CHAVEZ-DE GUZMAN Chairperson, CODE-NGO Representative DepEd-Recognized Civil Society Organization	
Secretariat:	Personnel Section – Administrative Division through its head: MARY ANN T. BAÑAS AO-V (Personnel Section), Administrative Division	THELMA N. NAVERA AO-IV (Personnel Section), Administrative Division

3. The Regional Performance Management Team shall have the following functions and responsibilities:

- the secretariat sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- the Planning Office shall ensure that Office Performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/Units is rationalized;
- RPMT, in coordination with the RPVT, recommends approval of the office performance commitment and rating to the Head of Office in the Region;
- the Personnel Section identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
- the RPMT adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.


4. The composition of the Regional Performance Validation Team is found in Annex A.

5. The Regional Performance Validation Team shall pre-validate the submitted acceptable means of verifications (MOV) during the SDSS' and Chiefs of the Functional and Support Divisions of the Regional Office's presentation of OPCR. The findings shall be presented to the RPMT for their evaluation of the ratings, which shall be subsequently approved by the Regional Director.

6. The coordination meeting of the Regional Performance Management and Validation Teams shall be conducted prior the conduct of the validation to discuss the steps and guidelines, functions, responsibilities, and tackle matters relative to the presentation and rating of the OPCR.

7. Expenses related to any activity to be conducted by the RPMT and RPVT such as but not limited to travelling expenses, food, venue, supplies, and materials shall be charged to the Regional Office Funds (Continuing and Current) subject to the existing budgeting, accounting, and auditing rules and regulations.

8. For your information, guidance, and compliance.


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

**COMPOSITION
COMMITTEE**

**OPCR
RPMS**

**PERFORMANCE
VALIDATION**

PPRD/msc
01/03/2024

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Annex A: Composition of the Regional Performance Validation Team

Assigned KRA	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Chair /Leader:	RONALD C. ASIS	SANCHIA M. NACION	EVANGELINE A. SACULO	JOCELYN O. DY	ROY T. BAÑAS	FRANCISCO B. BULALACAO, JR.
Curriculum Implementation and Plus factor	<ul style="list-style-type: none"> Maria Ayrin B. Adriano 	<ul style="list-style-type: none"> Joan L. Lagata 	<ul style="list-style-type: none"> Nora J. Laguda 	<ul style="list-style-type: none"> Chozara P. Duroy Ma. Leilani R. Lorico 	<ul style="list-style-type: none"> Grace U. Rabelas Teresa C. Buasan 	<ul style="list-style-type: none"> Shiela C. Bulawan Loyd H. Botor
Support to school governance and operations	<ul style="list-style-type: none"> Andrew P. Raguro Manuel F. Babasa 	<ul style="list-style-type: none"> Lida R. Alcantara Roy G. Rapsing Deo R. Moreno 	<ul style="list-style-type: none"> Priscilla J. Ombao Jocelyn C. Villanueva Israel F. Parra 	<ul style="list-style-type: none"> Hallen R. Monreal Ronaldo B. Buella Marites O. Rabulan 	<ul style="list-style-type: none"> Mercy S. Castillo Michelle P. Pequeña Maria Rosalia Vivien Maninang 	<ul style="list-style-type: none"> Shannon D. Abogado Leo R. Madriaga Maria Cristina G. Baroso
SDO Management: Administrative	<ul style="list-style-type: none"> Thelma N. Navera Salvador M. Lopera 	<ul style="list-style-type: none"> Santiago Jacky II D. Villafuerte 	<ul style="list-style-type: none"> Johanna Marie M. Llegado 	<ul style="list-style-type: none"> Rosary Ann A. Gimenez 	<ul style="list-style-type: none"> Mary Ann T. Bañas 	<ul style="list-style-type: none"> Bernadette M. Robles
SDO Management: Financial Management	<ul style="list-style-type: none"> Janela L. Losito 	<ul style="list-style-type: none"> Zer Jethro Rodmelli A. Roscuata 	<ul style="list-style-type: none"> Sonia A. Bandola 	<ul style="list-style-type: none"> Joy B. Margallo 	<ul style="list-style-type: none"> Ilya O. Vargas 	<ul style="list-style-type: none"> Rose Ann B. Tubig
SDO Management: Legal Services	<ul style="list-style-type: none"> Bea Anne Paga Baroma 	<ul style="list-style-type: none"> Julie Ann A. Azores 	<ul style="list-style-type: none"> Domilyn G. Silerio 	<ul style="list-style-type: none"> Luisa Fe L. Montas 	<ul style="list-style-type: none"> Roy T. Bañas 	<ul style="list-style-type: none"> Loyd H. Botor
SDO Management: ICT Systems Management	<ul style="list-style-type: none"> Ricardo M. Tejeressas 	<ul style="list-style-type: none"> Casiano B. Perdigones Jr. 	<ul style="list-style-type: none"> Joy C. Chavez 	<ul style="list-style-type: none"> Marvin Buhat 	<ul style="list-style-type: none"> Karen B. Legson 	<ul style="list-style-type: none"> Salvador B. Deyto, Jr.
Office Administration and Performance Management	<ul style="list-style-type: none"> Melanie D. Encarnacion Mark Kevin A. Arroco 	<ul style="list-style-type: none"> Jeremy A. Atad Mayflor Marie L. Jumamil 	<ul style="list-style-type: none"> Ma. Corazon A. Aler 	<ul style="list-style-type: none"> Paraluman M. Torregoza 	<ul style="list-style-type: none"> Catalina P. Garcia 	<ul style="list-style-type: none"> Joe-Bren L. Consuelo
Documenter	<ul style="list-style-type: none"> Thelma N. Navera 	<ul style="list-style-type: none"> Ma. Ana Mae B. Bernardino 	<ul style="list-style-type: none"> Johanna Marie M. Llegado 	<ul style="list-style-type: none"> Rosary Ann A. Gimenez 	<ul style="list-style-type: none"> Ruth B. Bendita 	<ul style="list-style-type: none"> Sheeva Marie M. Porciuncula

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