



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V–BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

December 22, 2023

DIVISION MEMORANDUM

No. 504, s. 2023

**CY 2024 AGENCY PERFORMANCE PLANNING AND  
CY 2023 REVIEW OF PERFORMANCE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID, SGOD and OSDS Unit Heads/Staff  
Public Elementary and Secondary School Heads  
Div. Performance Management Team  
All Others Concerned

1. In accordance with Regional Memorandum No. 780, s. 2023 “CY 2024 Agency Performance Planning and CY 2023 Review of Performance”, this Office informs all concerned of the schedule of the activities in SDO Naga City:

ACTIVITY	Responsible Persons	DEADLINE/SCHEDULE
Preparation of Individual Perf Rating and Functional Division OPR	OSDS, CID & SGOD Personnel	December 22-26, 2023
Submission of CY 2024 OPCRf (per Functional Division)	Chiefs of CID & SGOD, AO Mary Ann Rosauero	December 27, 2023
Submission of CY 2024 OPCRf to the Regional Office	Planning & Research Section	December 29, 2023
Performance Planning and Review Meeting	SDO Planning Team	January 5, 2024
Pre-Validation of 2023 OPR	SDO Planning Team	January 10, 2024
Validation of SDOs’ 2023 OPR	Regional and SDO Planning Team	January 15-19, 2024
Debriefing activity	SDO Planning Team	Right after the scheduled validation

2. Attached to this memorandum is the list of focal persons, committees and activities prior to the Regional Validation set on January 15-19, 2023.

3. In case the concerned personnel is with approved leave/Official Business, the same is expected to exhaust all possible means to comply with the expected outputs on or before the scheduled deadlines.

3. Expenses related to this activity are chargeable against MOOE/local funds subject to the existing budgeting, accounting and auditing rules and regulations.

4. Immediate dissemination of and strict compliance with this memorandum is directed.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



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Inclusion to Div. Memo No. \_\_\_, s. 2023

ASSIGNMENT OF THE FOCAL PERSONS PER OBJECTIVE

KRAs	Objectives	MOVs	FOCAL PERSON/S
KRA 1 Curriculum Implementation (30%)	1. To ensure effective management and implementation of the 8-week curriculum for Grades 1-3 and Kindergarten curriculum of 29 schools and the intended curriculum for Junior High School and Senior High School in the 12 schools in compliance to quality, efficiency and timeliness standards based on the programs, projects and activities of the SDO through the Curriculum Implementation Division	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
	2. To ensure effective management and implementation of learning assessments in schools and learning centers for better learning outcomes through conferences, FGDs, and other modes	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
	3. To manage the implementation of policies, guidelines, and standards in the development and/or contextualization of learning outcomes	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
KRA 2 Support to School Governance and operations (25%)	1. To establish a mechanism for effective implementation of PPAs in SDO to support school operations through the SMME	1. Report of SDO units adapting the established mechanism; 2. Number of accomplished PAPs M&E tool; 3. Pirpa Report	Tet Rentoy
	2. To translate the National Education Development Plan and Regional Basic Education Plan (RBEP), and framework to operational or Work and Financial plan that is aligned to the context and situation of the SDO and schools	1. Copy of signed and approved DEDP; 2. Samples of approved SIP/AIP/WFP	Vilma Cueto/Michelle Lo
	3. To provide strategic directions on support for school management and operations through the signed and	1. Approved OPCRF, DEDP/SIP/AIP	
	4. To ensure the operationalization of the L&D and Rewards and Recognition systems in the SDO	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 Condano/Antonette Maristela/ASDS Cecil Ferro
KRA 3 SDO Management (30%)	1. To provide administrative support and services to schools, learning centers, and other interested parties compliant to the approved and/or revised processes through: a. proper and prompt provision of personnel action and compensation; b. updated, accurate, well-planned and coordinated systems for records management and general services; c. provision of necessary supplies, materials, and equipment procured by DepEd; d. compliance to procurement laws/guidelines	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
	2. To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division, schools and learning centers based on the approved and/or revised Work and Financial Plan and according to office procedures and/or processes.	1. PIRPA Report	Salve Verona/Mary Ann Encila/Edna Porteria





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ASSIGNMENT OF THE FOCAL PERSONS PER OBJECTIVE

KRAs	Objectives	MOVs	FOCAL PERSON/S
KRA 3 SDO Management (30%)	3. To provide legal support and services to schools, division, learning centers and other parties within the jurisdiction of the legal unit according to the guidelines and approved and/or revised processes and	1. Number of Complaints received and acted upon 2. Number of Investigation Reports/Endorsements	Atty. Darce De Lima
	4. To manage the implementation of ICT programs and projects to effectively support schools and SDO operations	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
KRA 4 Office Administration and Performance Management (15%)	1. To maintain systems and processes geared towards administrative effectiveness and efficiency through the observance of Citizen's Charter, document tracking system and administrative and financial reports	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
	2. To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level through the preparation of harmonized calendar and targets	1. PIRPA Report; 2. Monthly Calendar of Activities	Tet Rentoy/ASDS Cecil Ferro
	3. To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	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
KRA 5 PLUS FACTOR 10%	1. To achieve ISO certification for Quality Management System	1. ISO Certificate	Michael Del Rosario
	2. To achieve compliance to PRIME-HRM Maturity Level 2	1. Letter from the CSC; 2. Assessment and Onsite Announcement of Compliance to PRIME HRM Maturity Level II	Joretze Carandang
	3. To achieve supremacy in sports competition in the Palarong Bicol	1. Regional Memo	Orencio Chavez



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**2023 OPR Committees**

1. Hall Preparation and Restoration	AO V Mary Ann B. Rosauro Utility Personnel Selected ALS Teachers
2. Sound System/TV	ICT Unit c/o Michael Noe Dizon
3. Food and Token	Michelle Lo & Joy Tapay
4. Program	Vilma Cueto & Joretze Carandang
5. Reception	Medical Unit c/o Dr Joan Sebastian
6. Documentation	Benjie Reapor & Michael Hernandez (photos) Sarah Rey (minutes of the exit conf)
7. MOVs	Focal Persons/KRA