



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 22, 2024

DIVISIONAL MEMORANDUM

No. 032, s. 2024

**SUBMISSION OF ACCOMPLISHMENT REPORT FOR CY 2024
FOR THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Unit / Section Heads
Program Holders
All Others Concerned
This Division

1. Consistent with DepEd Order No. 2, s. 2015 prescribing the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS), this Office enjoins all Functional Division Chiefs, Section Heads and Program Holders to submit the Accomplishment Report for CY 2023 with Means of Verification (MOVs) which will form part of the attachments for the Office Performance Commitment and Review Form (OPCRF).
2. All Functional Division Chiefs, Section Heads and Program Holders shall submit the aforesaid documents on or before January 30, 2024 through the Performance Management Team (PMT) for review before submission to the Office of the Schools Division Superintendent, Attention: Monitoring and Evaluation (M&E) Section.
3. Reports and attachments/MOVs must be in these specifications:
 - a. 2 copies
 - b. legal-sized bondpaper (8.5 x 13)
 - c. 11' font size, Bookman Old Style font style
 - d. Landscape orientation
 - e. Existing/previous template may be used for submission
4. This Office adheres to Equal Opportunity Principle (EOP) in observing all policies and protocols in complying this directive. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.




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5. For immediate, guidance and strict compliance.


NIMFA R. LAGO, PhD, CESO VI
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent

To be indicated in the Perpetual index
under the following subjects:

OFFICE PERFORMANCE OPCRf 2023

DLL/DM – SUBMISSION OF ACCOMPLISHMENT REPORT FOR CY 2024 FOR THE OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM
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Name of Office/ Division: **Office of the Schools Division Superintendent**
 Strand/Governance level: **Schools Division Office**

Statement of Purpose	Outcomes	Outcomes Indicators
<p>The Schools Division Office (SDO) ensures the promotion of equity in access and continuously improves the quality of basic education in the schools division through leading in the development and implementation of the Division Education Development Plans (DEDP) consistent with the national and regional educational policies, plans and standards, building partnerships and networking with stakeholders of education, and effectively and efficiently managing the financial, human, and physical resources of the schools division</p>	<ul style="list-style-type: none"> • Schools and learning centers implement the curriculum that is compliant to the quality standards for basic education • Schools and Learning Centers can ensure a child-friendly and healthy learning and working environment • Public and private schools and learning centers are recognized/recommended/given permit to operate • All interested parties are equitably and equally provided with administrative, financial, and legal services. 	<ul style="list-style-type: none"> • Percentage of schools and learning centers that are compliant to the quality standards for basic education • Percentage of schools and Learning Centers that are child-friendly school system compliant • Percentage of schools and learning centers evaluated and recommended for: 1) application of new schools; 2) separation of annexes and extension; 3) integration of schools; 4) permit to operate; and/or 5) recognition of private schools and senior high school curricular offerings. • SDO units, schools, learning centers, and other interested parties are provided with appropriate administrative, financial, and legal services • Percentage of legal advice and opinions considered in decision making and other legal actions • Updated Transparency Board/ transparency seal as provided in the division website • Percentage of SDO units and schools which efficiently utilized funds provided by the national government, local government units and/or development partners. • Percentage of funds provided by the national government, local government units, and other education stakeholders and/or development partners utilized efficiently and judiciously.

Key Results Areas	Objectives	Outputs	Outputs Indicators
<p>Curriculum Implementation</p> <p>c/o CID Chief Anacleta A. Gacasan</p>	<p>To ensure effective management and implementation of curriculum in the SDO in compliance to quality standards</p>	<ul style="list-style-type: none"> Quality teaching and learning standards followed and implemented Curriculum support programs, projects and activities implemented Localized curricula crafted/developed per learning area Consolidated results of M&E analysis on curriculum implementation 	<ul style="list-style-type: none"> Number of schools which implemented and followed quality teaching and learning standards Number of Curriculum support programs, projects and activities implemented Number of developed localized curricula per learning area Number of M and E results analysis utilized for policy recommendations to improve curriculum implementation Number of policy recommendations formulated based on the M and E analysis
	<p>To ensure effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes</p>	<ul style="list-style-type: none"> Quarterly assessment results from schools and CLCs per learning area Consolidated report on assessment results per learning area 	<ul style="list-style-type: none"> Number of schools and CLCs with improved learning assessment outcomes per learning area per quarter Number of reports on assessment of learning outcomes submitted to the SDO
	<p>To manage the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources</p>	<ul style="list-style-type: none"> Report on the developed and/or contextualized learning resources Consolidated report on the utilization of learning resources 	<ul style="list-style-type: none"> Inventory of developed and/or contextualized learning resources Number of schools and learning centers that can access and/or utilize learning resources

Key Results Areas	Objectives	Outputs	Outputs Indicators
Support to school governance and operations c/o SGOD Chief Susan B. Carpio	To establish a mechanism for effective implementation of PPAs in the SDO (M&E)	<ul style="list-style-type: none"> Implementing guidelines on the implementation of PPAs Monitoring and evaluation tool on PPAs implementation Approved PIR (existing documentation) 	<ul style="list-style-type: none"> SDO units adapting the established mechanism Number of accomplished PAPs M & E tool PIR (existing documentation)
	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 (Planning)	Division Education Development Plan (DEDP)	<ul style="list-style-type: none"> Copy of signed and approved DEDP
	To provide strategic directions on support for school management and operations (Planning and Budget)	OPCR, DEDP/SIP/AIP	<ul style="list-style-type: none"> Approved OPCRF, DEDP/SIP/AIP
	To ensure the operationalization of the L&D Systems in the SDO. (HRD)	<ul style="list-style-type: none"> L&D Systems Rewards and Recognition 	<ul style="list-style-type: none"> Number of approved training proposals/resource package based on LDNA reports Number of implemented programs on rewards and incentives for service excellence
SDO Management • Administrative (Admin)	To properly and promptly provide personnel action and compensation	<ul style="list-style-type: none"> Personnel data information system Duly signed payroll Released salaries & benefits 	<ul style="list-style-type: none"> Number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified Number of personnel who are regularly and promptly provided with compensation

Office Functions_v.3

Key Results Areas	Objectives	Outputs	Outputs Indicators
<p>(Admin)</p>	<p>To establish and maintain an updated, accurate, well-planned, and coordinated system for records management and general services</p>	<ul style="list-style-type: none"> • Personnel e-data to cater all issues relative to salaries & benefits • Records of Personnel Action • Printed and electronic copies of records • Encoded data in a stand-alone computer junket to all systems • Functional Records Management System e.g., document tracking system • Established records and filing system 	<ul style="list-style-type: none"> • Number of users of e-feedback facility in all offices • Number of approved appointments and deployments evaluated and recommended personnel actions • Number of vacant items that are filled-up • Number of data and records available in printed and electronic copies • Number of developed systems and applications for speedy access to information and database • Number of documents received are routed/released and or retrieved/updated within the appropriate timelines as defined in the Citizens Charter • Data/Records/Information are readily available as reference at any given time. • Data Information systems conforms with the prescribed format and properly signed by authorized officials. • Updated inventory of Division Assets
<p>To provide SDO units, schools, and learning centers with necessary</p>		<ul style="list-style-type: none"> • Updated inventory of supplies, materials and equipment (Supply) 	

Key Results Areas	Objectives	Outputs	Outputs Indicators
	<p>supplies, materials, and equipment procured by DepEd</p>	<p>received/delivered to the SDO, Schools and Learning Centers</p>	<ul style="list-style-type: none"> • Number of schools and learning centers with updated inventory of supplies, materials, and equipment • Number of schools and learning centers provided with necessary supplies, materials & equipment
	<p>To ensure compliance to procurement laws/guidelines (BAC)</p>	<ul style="list-style-type: none"> • Project Procurement Management Plan (PPMP) • Bid/Request for Quotation (RFQ) • Notice of Award (NOA) • Contract • Notice to Proceed (NTP) 	<ul style="list-style-type: none"> • Percentage of approved documents compliant with the specs • Number of transactions that are completely supported by the required procurement documents
<ul style="list-style-type: none"> • Financial Management (Finance) 	<p>To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools</p>	<ul style="list-style-type: none"> • Complete financial management records • Budgetary and Financial Reports • Financial Management Process Flow • Report on financial issues and concerns • Reports on fund utilization submitted regularly. • Liquidation Reports of Schools and LCs 	<ul style="list-style-type: none"> • Number of PPAs implemented based on WFP • Percentage of obligated downloaded funds • Percentage of all obligated funds are disbursed on the required time • Mandatory deductions are remitted promptly • Percentage of addressed AOM by SDO and implementing units • Percentage of statement of expenditures of SDO and Implementing units complied with in elementary period

Office Functions_v.3

Key Results Areas	Objectives	Outputs	Outputs Indicators
<p>(Finance)</p>		<ul style="list-style-type: none"> • Reports on Training/ Budget-Planning workshops conducted • Monitoring report on budget obligation based on GAA/NEP <ul style="list-style-type: none"> • Guidelines on Fund utilization • Monitoring and Evaluation (M&E) Reports (PMIS) 	<ul style="list-style-type: none"> • Number of financial reports submitted timely and accurately to the appropriate office • Number of schools provided with trainings and orientation on procurement and financial management practices/processes • Percentage of financial issues and concerns addressed • Submitted monitoring report on budget obligation based on GAA/NEP <ul style="list-style-type: none"> • Number of schools and learning Centers that have liquidated cash Advances • Number of IUs and OUs with submitted financial reports are updated and validated • Number of schools monitored and evaluated • Monitoring report of SDO proper, Implementing, and Non-Implementing Units on fund utilization, disbursement, and liquidation in consonance with the auditing rules and regulations.
		<ul style="list-style-type: none"> • Payroll/Disbursement Vouchers 	<ul style="list-style-type: none"> • Percentage of claims of payments of salaries, benefits, and

Office Functions_v.3

Key Results Areas	Objectives	Outputs	Outputs Indicators
<ul style="list-style-type: none"> Legal Services (Admin) 	<p>To provide legal advice and opinion to the SDS, ASDS and other officials of the Division in relation to the performance of their functions</p> <p>To evaluate complaints and conduct investigation on cases filed against non-teaching personnel</p>	<ul style="list-style-type: none"> Financial Accountability Reports (FARs) Liquidation Reports of schools and Learning Centers Legal advice/opinions/decisions Memorandum of Agreements (MOAs) reviewed Report on complaints acted upon Report on investigations conducted 	<p>reimbursements processed within the intended time</p> <ul style="list-style-type: none"> Percentage of the schools received their mandated fund allocation in full Percentage of national fund allotments are equitably distributed to schools and learning centers (not applicable to SDOs) Percentage of required financial reports submitted on time or as required Timely, complete, and accurate submission of Financial Reports Submitted financial reports Number of the schools and learning centers submitted liquidation reports on the required schedule Subsumed in Guidelines on Fund utilization Number of legal advice and legal opinions/ decisions rendered Number of MOAs/MOVs reviewed Percentage of complaints acted upon

Key Results Areas	Objectives	Outputs	Outputs Indicators
	<p>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</p> <p>To interpret laws and rules affecting the implementation of various Division programs</p> <p>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.</p> <p>To conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO).</p> <p>To represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)</p> <p>To continuously improve the services of the Legal unit</p>	<ul style="list-style-type: none"> • Endorsements and draft action plan. • Draft interpretation of laws and rules • Memorandum of Agreement • Reviewed Legal Instruments • Investigation Reports/ Indorsements • Pleadings, legal briefs • Electronic Certification of No pending administrative case 	<ul style="list-style-type: none"> • Recommendations of the Fact-Finding Committee are considered by the Disciplining Authority • Number of endorsements made vis-à-vis number of complaints received. • Percentage of documents interpreted vis-à-vis number of endorsements/referrals received. • Number of MOAs and legal instruments reviewed within the target date vs. incoming requests • Number of investigations conducted versus number of complaints delegated • Number of Legal representation/appearances before appropriate tribunals • Number of E- Certifications validated and issued/ released online within the required time

Key Results Areas	Objectives	Outputs	Outputs Indicators
<ul style="list-style-type: none"> ICT Systems Management <p style="color: red; text-align: center;">(ITO)</p>	<p>To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations</p> <p>To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems</p> <p>To provide technical support in the management of Learning Resource Management System (LRMS)</p> <p>To coordinate with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs</p> <p>To establish and maintain systems and processes geared towards administrative effectiveness and efficiency</p>	<ul style="list-style-type: none"> M&E Reports Functional ICT System Maintenance Monitoring Plan <ul style="list-style-type: none"> Approved (Localized) ICT Plan <ul style="list-style-type: none"> Report on IT Account management Report on the utilization of /access to learning resources and the LRMS Report on all ICT related activities Operations Manual and/or Citizen Charter Document Tracking System 	<ul style="list-style-type: none"> Approved Maintenance and Monitoring Plan Number of regular maintenance check of the ICT systems and infra in the SDO and in schools Number of schools and learning centers that implemented the ICT Plan No. of ICT plans and narrative reports signed Number of accounts administered and/or managed Number of reports submitted Number of submitted ICT related reports on time Accomplished request for technical/ repair assistance form Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter Operational document tracking system

Key Results Areas	Objectives	Outputs	Outputs Indicators
	<ul style="list-style-type: none"> Administrative and Financial Reports 	<ul style="list-style-type: none"> Number of pertinent forms and documents accomplished and submitted on time (e.g. WFP, PPMP, APP) Harmonized SDO Calendar with harmonized targets 	<ul style="list-style-type: none"> Number of pertinent forms and documents accomplished and submitted on time (e.g. WFP, PPMP, APP) Harmonized SDO Calendar with harmonized targets
<p>To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level</p> <p>To promote a culture of excellence, innovation, and collaboration</p>	<ul style="list-style-type: none"> List of employees given rewards and recognition (PRAISE) Citizen/Client Satisfaction Survey (CCSS) Results and Analysis Report on Actions taken relative to the CCSS results (if there's any) 	<ul style="list-style-type: none"> SDO Calendar and Targets 	<ul style="list-style-type: none"> Number of recognition initiatives conducted CCSS rating received Number of satisfied clients/customers based on feedback received
<p>To manage the timely and accurate release of information, and communication materials</p> <p>To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs</p>	<ul style="list-style-type: none"> IEC Materials/FAQs IPCRF/OPCRF Accomplishments Capacitated staff Training Completion/Terminal Reports (HRD) Reports on performance coaching 	<ul style="list-style-type: none"> Number of developed IEC materials Percentage of achievement of IPCRF/OPCRF Number of personnel who attended learning and development programs Number of performance coaching activity conducted Number of Performance review conducted 	<ul style="list-style-type: none"> Number of developed IEC materials Percentage of achievement of IPCRF/OPCRF Number of personnel who attended learning and development programs Number of performance coaching activity conducted Number of Performance review conducted