



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

February 3, 2025

DIVISIONAL MEMORANDUM

No. 046, s. 2025

**OFFICE PERFORMANCE COMMITMENT REVIEW FORM
VALIDATION AND PERFORMANCE PLANNING**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors/Education Program Supervisors
Unit / Section Heads
Elementary, Junior, and Senior High School Heads
All Others Concerned

1. In view of DepEd Order No. 003, s. 2024 - *Amendment of the Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*, this Office reiterates the adjusted and detailed timeline for the RPMS-PPST of Teachers.
2. Corollary to this, the timeline for the Performance Evaluation of School Heads in this division using the Office Performance Commitment and Review Form (OPCRF) is hereby adjusted.
3. Revised RPMS Timeline for Teachers and Schools Heads for SY 2023-2024 and other relevant information from DepEd Central Office are found as enclosures.
4. School heads are directed to send the link of the online folder where the MOVs are stored on or before February 6, 2025, at jeanelei.carolino@deped.gov.ph in preparation for the conduct of the Office Performance and Review Form (OPCRF) Validation and Performance Planning on February 11-12, 2025 of which the venue shall be disseminated through a memorandum.
5. The early submission of the online folder will facilitate the advance evaluation of the validating teams, *see attached list for the names of personnel who will serve as members of the validating teams.*



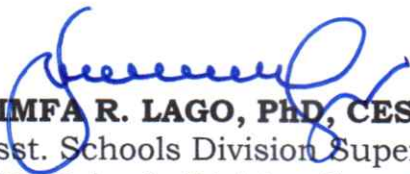
Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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6. This Office directs the immediate dissemination of this Memorandum.


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

Encl.: None
Reference: DepEd Order No. 003, s. 2024

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

SCHOOL HEADS
RPMS SY 2023-2024

OPCRF
REVISED RPMS TIMELINE

DLL/DM – Office Performance Commitment Review Form Validation and Performance Planning
___/February 03, 2025



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**REVISED RPMS TIMELINE FOR TEACHERS AND SCHOOL HEADS
 FOR SCHOOL YEAR 2023-2024**

RPMS Cycle Phase	Task/ Activity	Tools	Person(s) Responsible	Schedule
PHASE III Performance Review and Evaluation	Performance Assessment of Teachers	IPCRF Teachers' Portfolio	Ratee, Rater, Approving Authority	July 1-12, 2024
PHASE IV Performance Rewarding and Development Planning	Finalization of Individual Development Plans to IPCRF Data Collection to SDO	IDP Accomplished eIPCRF eIPCRF Consolidation Approved IPCRD	Ratee, Rater, Approving Authority	July 1-26, 2024
PHASE III Performance Review and Evaluation	Provision of Technical Assistance to School Heads	OPCRF School Heads' Portfolio	Ratee PSDSs	November 2024 January 2025
	Pre-Validation	OPCRF School Heads' Portfolio ePortfolio saved in Google Drive	Ratee RPMS Performance Management Team (PMT)	February 6-10, 2025
	Performance Assessment of School Heads	OPCRF School Heads' Portfolio ePortfolio saved in Google Drive	Ratee RPMS Performance Management Team (PMT)	February 11, 2025
PHASE IV Performance Rewarding and Development Planning	Consolidation of Development Plans Submission and consolidation of School Heads' OPCRf	School Heads' IDPs Consolidated OPCRf's of School Heads	RPMS Performance Management Team (PMT)	February 12, 2025



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PANDONG
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 Ozamiz City



VALIDATORS FOR THE PRESENTATION AND VALIDATION OF SCHOOL HEADS' OPCRF
 School Year 2023 - 2024

1 Leading Strategically		Validators	
1.1	Vision, mission and core values	Abucay	Yting
1.2	School planning and implementation	Abucay	
1.3	Policy implementation and review	Lato	Yting
1.4	Research and innovation	Lato	Aclao
1.5	Program design and implementation	Lomoctos	Magno
1.6	Learner voice	Lomoctos	Magno
1.7	Monitoring and evaluation processes and tools	Marollano	Aso
2 Managing School Operations and Resources		Validators	
2.1	Records Management	Catedral	Bolano
2.2	Financial Management	Avila	Cabual
2.3	School facilities and equipment	Marigomen	Edullantes
2.4	Management of staff	Yting	Saquin
2.5	School safety for disaster preparedness, mitigation, and resiliency	Via	Marollano
2.6	Emerging opportunities and challenges	Pongase	Gongob
3 Focusing on Teaching and Learning		Validators	
3.1	School-based review, contextualization and implementation of learning standards	Villarubia	Engracia
3.2	Teaching standards and pedagogies	Veloso	Maribojoc
3.3	Teacher performance feedback	Gaogao	Gongob
3.4	Learner achievement and other performance indicators	Luy	Pongase
3.5	Learning assessment	Coronel	Villarubia
3.6	Learning environment	Mendoza	Sumondong
3.7	Career awareness and opportunities	Barola	Rupinta
3.8	Learner discipline	Macas	Abapo
4 Developing Self and Others		Validators	
4.1	Personal and professional development	Doromal	Carolino
4.2	Professional reflection and learning	Doromal	Carolino
4.3	Professional networks	Doromal	Pongase
4.4	Performance management	Doromal	Carolino
4.5	Professional development of school personnel	Doromal	Carolino
4.6	Leadership development in individual and teams	Yting	Doromal
4.7	General welfare of human resources	Saquin	R. Gacasan
4.8	Rewards and recognition mechanism	Yting	Doromal
5 Building Connections		Validators	
5.1	Management of diverse relationships	Via	Marollano
5.2	Management of school organizations	Lomoctos	Magno
5.3	Inclusive practice	Villa	Rosario
5.4	Communication	Araniego	Abapo
5.5	Community engagement	Via	Marollano
6 Plus Factor		Validators	
	Speakership	Gacasan	Guangco
	School WINS (Learners and Teachers)		
	School Awards (School Heads/ Schools)		
	SBM Level of Practice		