



Republic of the Philippines  
Department of Education  
Region V – Bicol

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

January 4, 2023

**DIVISION MEMORANDUM**

DM no. 002 s. 2024

**SDO PREPARATION AND SUBMISSION OF CY 2023 OPCRf DOCUMENTS AS MOVs**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Administrative Officer V (Admin & Budget)  
Education Program Supervisors  
Public Schools District Supervisors  
Section Chiefs/Unit Heads  
All Others Concerned

1. In compliance to Regional Memorandum No. 000800 s. 2023 dated December 27, 2023 re: Agency Performance Planning and CY 2023 Review of Performance, this office need to prepare the different MOVs for the Validation of the SDO's CY 2023 Office Performance Rating by the Regional Team scheduled on January 15-19, 2024.

2. The different Functional Divisions, sections, units, and Program Owners are tasked to prepare the different reports and documents as MOVs in the different Key Result Area (KRAs). The assigned focal persons are as follows:

**KRA 1 - Curriculum Implementation**

Objective 1.1-1.3 - Romel G. Petajen  
All EPS and PSDS

**KRA 2 – Support to School Governance and Operations**

Objective 2.1 - Mary Jean S. Romero  
Rey Bonayon  
Objective 2.2-2.3 - Angelo James Aguinalde  
Ma. Cielo Tubale  
Jennifer Metica  
Elizabeth Urbano  
Jenelyn Laid  
Sarah Chiong  
Achilles Alberto  
Objective 2.4 - Marife Brequillo  
Imaculate Latorre

**KRA 3 - SDO Management**

• Administrative  
Objective 3.1a - Marichelle Llave  
Roma Angelee Soleybar



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**Department of Education**  
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**SCHOOLS DIVISION OFFICE OF CATANDUANES**

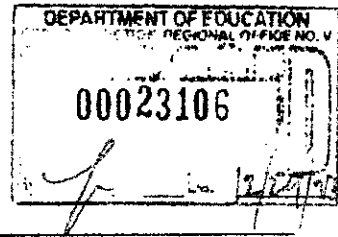
- Objective 3.2a - Christine Louise De Leon  
Dr. Kristine Santelices  
Carol Gil
- Objective 3.3a - Mark Lester Urbano  
Eva Tolentino  
Cristina Barrameda  
Virgilio Molina Jr.
- Financial Management
- Objective 3.1b-3.2b - Angelo James Aguinalde  
Ma. Cielo Tubale  
Liza Bernardo  
All PMIS Handlers
- Objective 3.3b - Engr. Rodger Matienzo
- Legal Services
- Objective 4.1-4.3 - Atty. Norlito Jr. P. Agunday
- ICT Systems Management
- Objective 5.1-5.3 - Jennifer Metica
- Office Administration and Performance
- Objective 6.1 - Cherie Perez  
Objective 6.2 - Sarah Chiong  
Objective 6.3 - Ma. Luisa Dela Rosa  
Eva Tolentino  
Carol Gil

3. The Focal Persons may identify additional members to assist them in their assigned KRA/Objective to cope up with the one-week preparation from January 8-12, 2024.
4. Chief Education Supervisors, Education Program Supervisors, PSDSs, Section Chiefs and all SDO personnel should be ready with their respective OPCR/IPCRRF with corresponding MOVs for possible validation of the Regional Team.
5. Enclosed is Regional Memorandum No. 000800 s. 2023 and OPCR/IPCRRF for CY 2023.
6. For information, guidance, and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



**27 Dec 2023**

REGIONAL MEMORANDUM  
 No. 000800, s. 2023


**CORRIGENDUM ON 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

- Please be informed that the conduct of the RPMT/RPVT CY 2024 1st Quarter Agency Performance Planning and Review Meeting on December 27-28, 2023 at NEAP R-5 Function Hall, Rawis, Legazpi City will be moved to a later date. All other items in the said memorandum remain as is.
- Further, all the Schools Division Superintendents, Chiefs of the Functional Divisions (Regional Office Proper), and all the RPMT and RPVT members and leaders are reminded of the following schedules and deadlines:

ACTIVITY	DEADLINE/SCHEDULE
Submission of CY 2024 Draft OPCR of SDOs and Functional Divisions (FDs) of the Regional Office Proper	December 29, 2023 to this drive link
Validation of the FDs' CY 2023 Office Performance Rating	January 4 to 5, 2024
Validation of the SDOs' CY 2023 Office Performance Rating	January 15-19, 2024
CY 2024 ORD's Draft Office Performance Commitment and Review Form	Can be accessed through this link

- Should you have further clarifications, please do not hesitate to contact PPRD at [redacted].
- Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GILBERT T. SADSAD**  
 Regional Director

Encls.: As stated.

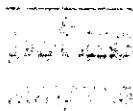
Refs.: Regional Memorandum No. 780, s. 2023 dated December 18, 2023  
 DepEd Order No. 2, s. 2015 dated February 6, 2015

To be indicated in the Perpetual Index  
 under the following subjects

COMMITMENT  
 COMPENDIUM

OFFICE FUNCTIONS  
 PERFORMANCE

PPRD/msc  
 12/27/2023



Regional Center Site, Rawis, Legazpi City 4500

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Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES  
**OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

NAME OF EMPLOYEE:	SOCORRO V. DELA ROSA	NAME OF RATER:	BEBIANO I. SENTILLAS
POSITION:	Schools Division Superintendent	POSITION:	Assistant Regional Director
OFFICE/DIVISION:	DepEd SDO Catanduanes	Date of Review	
RATING PERIOD:	CY 2023		

TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE	
					QUALITY, EFFICIENCY, TIMELINESS					Q	E	T	AVE		
					Q	E	T								
Basic Education Services	<b>Curriculum Implementation</b> 20%	1.1 Within the rating period, the implementation of the Integrated Curriculum in the early grades as a critical component of R5 Learning Recovery Plan through the development of curriculum design, lesson guides and contextualized learning resources have been carried out.	Jan-Dec 2023	7%	Outstanding (5)	Competencies in the 7 learning areas in early grades have been covered in the development of the curriculum design, lesson guides and contextualized learning resources in Integrated Curriculum	The Integrated Curriculum for the early grades has been fully implemented	Implementation of the Integrated curriculum has been carried out within the timelines set in the LRP		1. Sample learning resources in SPED, Kindergarten, ALS, Grades 1-3 2. PIRPA Report 3. Distribution / Acknowledgment Receipt					
					Very Satisfactory (4)	Competencies in the 5 learning areas in early grades have been covered in the development of the curriculum design, lesson guides and contextualized learning resources in Integrated Curriculum	The Integrated Curriculum for the early grades has been substantially implemented	Implementation of the Integrated curriculum has been carried out with one month delay based on the timelines set in the LRP							
					Satisfactory (3)	Competencies in the 3 learning areas in early grades have been covered in the development of the curriculum design, lesson guides and contextualized learning resources in Integrated Curriculum	The Integrated Curriculum for the early grades has been partially implemented	Implementation of the Integrated curriculum has been carried out with 2 months delay based on the timelines set in the LRP							
					Unsatisfactory (2)	Competencies in the 1 learning areas in early grades have been covered in the development of the curriculum design, lesson guides and contextualized learning resources in Integrated Curriculum	The Integrated Curriculum for the early grades has inadequately been implemented	Implementation of the Integrated curriculum has been carried out with 3 months delay based on the timelines set in the LRP							

					Poor (1)	50-59% of the prescribed learning competencies have been covered in the development of contextualized learning resources in Special Education, Alternative Learning System, Kindergarten and Grades 1-3 (Key Stage 1) with evidences of quality assurance	The integrated Curriculum for the early grades has not been properly implemented	months delay based on the timelines set in the LRP with 4 months delay based on the timelines set in the LRP							
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TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE	
					QUALITY, EFFICIENCY, TIMELINESS					Q	E	T	AVE		
	<b>Curriculum Implementation</b>	1.2 Within the rating period, the 8-week curriculum and innovative interventions for Key Stage 1 have been implemented based on the crafted Learning Recovery Plan of the SDO	Jan-Dec 2023	6%	Outstanding (5)	236 schools have implemented the 8-week curriculum and interventions based on their LRP with 75-80% improvement on literacy and numeracy as a result of the CRLA and ALNAT	236 schools have implemented the 8-week curriculum and 100% intervention programs as contained in the LRP	LRP and intervention programs have been implemented according to the timelines		1. Sample SLMS, LAS, Supplementary Materials 2. PIRPA Report					
					Very Satisfactory (4)	236 schools have implemented the 8-week curriculum and interventions based on their LRP with 70-74% improvement on literacy and numeracy as a result of the CRLA and ALNAT	236 schools have implemented the 8-week curriculum and 80-90% intervention programs as contained in the LRP	LRP and intervention programs have been implemented with slight delay							
					Satisfactory (3)	236 schools have implemented the 8-week curriculum and interventions based on their LRP with 65-69% improvement on literacy and numeracy as a result of the CRLA and ALNAT	236 schools have implemented the 8-week curriculum and 70-80% intervention programs as contained in the LRP	LRP and intervention programs have been implemented with moderate							
					Unsatisfactory (2)	236 schools have implemented the 8-week curriculum and interventions based on their LRP with 60% improvement on literacy and numeracy as a result of the CRLA and ALNAT	236 schools have implemented the 8-week curriculum and 60-69% intervention programs as contained in the LRP	LRP and intervention programs have been implemented with significant delay							

				Poor (1)	236 schools have implemented the 8-week curriculum and interventions based on their LRP with 50% improvement on literacy and numeracy as a result of the CRLA and ALNAT	236 schools have implemented the 8-week curriculum and below 60% intervention programs as contained in the LRP	LRP and intervention programs have been implemented with unacceptable delay							
<b>Curriculum Implementation</b>	1.3 Within the rating period, contextualized assessment tools in the different learning areas across grade levels have been developed and administered to evaluate learning outcomes.	Jan-Dec 2023	7%	Outstanding (5)	Four contextualized assessment tools have been developed and administered.	Contextualized assessment tools administered in all schools	Assessment tools have been administered within the targetted quarter.	Sample Assessment Tools						
				Very Satisfactory (4)	Three contextualized assessment tools have been developed and administered.	Contextualized assessment tools administered in 90% of schools	Assessment tools have been administered a day after the targetted quarter.							
				Satisfactory (3)	Two contextualized assessment tools have been developed and administered.	Contextualized assessment tools administered in 80% of schools	Assessment tools have been administered 2 days after the targetted quarter.							
				Unsatisfactory (2)	One contextualized assessment tools have been developed and administered.	Contextualized assessment tools administered in 70% of schools	Assessment tools have been administered 3 days after the targetted quarter.							
				Poor (1)	No contextualized assessment tools have been developed and administered.	Contextualized assessment tools administered in 60% schools	Assessment tools have been administered 4 days after the targetted quarter.							

TO BE FILLED DURING PLANNING				TO BE FILLED DURING EVALUATION											
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE	
					QUALITY, EFFICIENCY, TIMELINESS					Q	E	T	AVE		
	<b>Support to School Governance and Operations 20%</b>	2.1 Within the rating period, the 6-year DEDP has been crafted, cascaded to the schools, and presented to the various	Jan-Dec 2023	7%	Outstanding (5)	6 -year DEDP has been comprehensively crafted anchored on Matatag agenda and the mantra of the SDO	DEDP has been cascaded and/or presented to 90-100% of the target stakeholders	DEDP has been cascaded to stakeholders within the rating period		1. Printed copies of DEDP 2. List of target					









					Unsatisfactory (2)	60-69% of the PAPs have WFP and uploaded in the PMIS	60-69% of the PAPs were implemented and evaluated	PAPs were implemented three months beyond the schedules and PIRPA has been conducted three months after the quarter						
					Poor (1)	Below 60 % of the PAPs have WFP and uploaded in the PMIS	Below 60 % of the PAPs were implemented and evaluated	PAPs were implemented four schedules and PIRPA has been conducted after the quarter						
<b>Support to School Governance and Operations</b>	2.4 Within the rating period, opportunities for partnership in relevant areas for school improvement have been created and stakeholders have been engaged and recognized	Jan-Dec 2023	5%	Out standing (5)	4 opportunities for partnership engagement activities and/or convergence have been conducted	4 stakeholders convergence/activities with 59-60% participation of stakeholders have been conducted in a year		1. Activity Proposal 2. List of stakeholders/partners engaged 3. Accomplishment/ Report						
				Very Satisfactory (4)	3 opportunities for partnership engagement activities and/or convergence have been conducted	3 stakeholders convergence/activities with 55-58 % participation of stakeholders have been conducted in a year								
				Satisfactory (3)	2 opportunities for partnership engagement activities and/or convergence have been conducted	2 stakeholders convergence/activities with 50-54 % participation of stakeholders have been conducted in a year								
				Unsatisfactory (2)	1 opportunity for partnership engagement activities and/or convergence have been conducted	1 stakeholders convergence/activity has been conducted with less than 50% stakeholders participation in a year								
				Poor (1)	0 stakeholders' activity	No stakeholders' engagement activity has been conducted in a year								
TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION									
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE
					QUALITY, EFFICIENCY, TIMELINESS					Q	E	T	AVE	
<b>SDO Management *Administrative 8%</b>		3.1a Within the rating period, the Recruitment, Selection and Appointment (RSA) system is effectively and efficiently implemented in accordance to the DepEd	Jan-Dec 2023	3%	Outstanding (5)	100% of the processed appointment have been approved and attested by the Civil Service Commission according to existing and applicable guidelines		50-60% of the vacant items are filled up within the set timelines+H59:H62C59H59H59:H63		1. Activity Proposal 2. Accomplishment Report or PIRPA Report 3. Notice of				

				Unsat's factory (2)	50-59 % of SDO and school properties are booked up with complete and accurate inventory/records		50-59% of SDO and school properties are booked up with inventory/records and reports submitted to the Commission on Audit two months after the due date						
				Poor (1)	Below 50% of SDO and school properties are booked up with complete and accurate inventory/records		Below 50% of SDO and school properties are booked up with inventory/records and reports submitted to the Commission on Audit						
<b>SDO Management</b> <b>*Financial Management</b> <b>7%</b>	3.1b Within the rating period, funds released for the various Programs, Projects and Activities for the SDO and schools have been allocated, their utilization managed in accordance to existing rules and regulations and reported with accuracy, completeness and timeliness.	Jan-Dec 2023	3%	Out standing (5)	96-100% of the allocated funds for the SDO's PPAs and per functional office were reflected in the Program Management Information System (PMIS) and utilized based on the revised and approved WFP	96-100% of the allocated funds per functional office utilized and reported based on the revised and approved WFP		1. Approved WFP (as already indicated in Objective No. 2.3 SSGC of KRA 2 2. PIRPA Report					
				Very Satisfactory (4)	90-95 % of the allocated funds for the SDO's PPAs and per functional office were reflected in the Program Management Information System (PMIS) and utilized based on the revised and approved WFP	90-95 % of the allocated funds for the PPAs were utilized and reported based on the revised and approved WFP							
				Satisfactory (3)	85-89 % of the allocated funds for the SDO's PPAs and per functional office were reflected in the Program Management Information System (PMIS) and utilized based on the revised and approved WFP	85-89 % of the allocated funds for the PPAs were utilized and reported based on the revised and approved WFP							
				Unsat's factory (2)	75-84 % of the allocated funds for the SDO's PPAs and per functional office were reflected in the Program Management Information System (PMIS) and utilized based on the revised and approved WFP	75-84 % of the allocated funds for the PPAs were utilized and reported based on the revised and approved WFP							

	and Civil Service Commission's guidelines, rules and regulations.			<table border="1"> <tr> <td>Very Satisfactory (4)</td> <td>95-99% of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines</td> <td></td> <td>40-49% of the vacant items are filled up 1 week delayed from the set timelines</td> </tr> <tr> <td>Satisfactory (3)</td> <td>90-99 % of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines</td> <td></td> <td>30-39% % of vacant items are filled up 2 weeks delayed from the set timelines</td> </tr> <tr> <td>Unsatisfactory (2)</td> <td>80-89 % of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines</td> <td></td> <td>20-29% of vacant items are filled 3 weeks delayed from the set timelines</td> </tr> <tr> <td>Poor (1)</td> <td>75-79% of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines</td> <td></td> <td>20-29% of vacant items are filled up one month delayed from the set timelines</td> </tr> </table>	Very Satisfactory (4)	95-99% of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		40-49% of the vacant items are filled up 1 week delayed from the set timelines	Satisfactory (3)	90-99 % of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		30-39% % of vacant items are filled up 2 weeks delayed from the set timelines	Unsatisfactory (2)	80-89 % of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		20-29% of vacant items are filled 3 weeks delayed from the set timelines	Poor (1)	75-79% of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		20-29% of vacant items are filled up one month delayed from the set timelines	Appointment Issued (NAI) 4. Memo on Recruitment				
Very Satisfactory (4)	95-99% of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		40-49% of the vacant items are filled up 1 week delayed from the set timelines																						
Satisfactory (3)	90-99 % of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		30-39% % of vacant items are filled up 2 weeks delayed from the set timelines																						
Unsatisfactory (2)	80-89 % of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		20-29% of vacant items are filled 3 weeks delayed from the set timelines																						
Poor (1)	75-79% of the processed appointment have been approved and attested by the Civil Service Commission according to applicable and existing guidelines		20-29% of vacant items are filled up one month delayed from the set timelines																						
SDO Management *Administrative	3.2a Within the rating period, 4 policies on comprehensive employee welfare program, wellness, rewards and recognition and gender and development have been formulated, implemented and institutionalized.	Jan-Dec 2023	3%	<table border="1"> <tr> <td>Outstanding (5)</td> <td>4 policies on comprehensive employees welfare program, one each for wellness, rewards and incentives, gender and development, and learning and development have been formulated and implemented and institutionalized</td> <td>90-100% of employee welfare funded programs/activities have been implemented following the accounting and auditing rules and regulations</td> <td></td> </tr> <tr> <td>Very Satisfactory (4)</td> <td>3policies on comprehensive employees welfare program, one each for wellness, gender and development, and learning and development have been formulated and implemented and institutionalized</td> <td>80-89% of employee welfare funded programs/activities have been implemented following the accounting and auditing rules and regulations</td> <td></td> </tr> </table>	Outstanding (5)	4 policies on comprehensive employees welfare program, one each for wellness, rewards and incentives, gender and development, and learning and development have been formulated and implemented and institutionalized	90-100% of employee welfare funded programs/activities have been implemented following the accounting and auditing rules and regulations		Very Satisfactory (4)	3policies on comprehensive employees welfare program, one each for wellness, gender and development, and learning and development have been formulated and implemented and institutionalized	80-89% of employee welfare funded programs/activities have been implemented following the accounting and auditing rules and regulations		1. Copies of policies employees welfare program 2.Memorandum on Implementation and Institutionalization 3.Accomplishment Report												
				Outstanding (5)	4 policies on comprehensive employees welfare program, one each for wellness, rewards and incentives, gender and development, and learning and development have been formulated and implemented and institutionalized	90-100% of employee welfare funded programs/activities have been implemented following the accounting and auditing rules and regulations																			
Very Satisfactory (4)	3policies on comprehensive employees welfare program, one each for wellness, gender and development, and learning and development have been formulated and implemented and institutionalized	80-89% of employee welfare funded programs/activities have been implemented following the accounting and auditing rules and regulations																							



TO BE FILLED DURING PLANNING				TO BE FILLED DURING EVALUATION											
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE	
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					Poor (1)	Below 75% of the allocated funds for the SDO's PPAs and per functional office were reflected in the Program Management Information System (PMIS) and utilized based on the revised and approved WFP	Below 75% of the allocated funds for the PPAs were utilized and based on the revised and approved WFP								
Basic Education Sei	SDO Management *Financial Management	3.2b To ensure cash advances and liquidation reports of elementary and secondary schools processed as to completeness of submitted documents and its corresponding Journal Entry Voucher (JEV) and Cash Disbursement Register (CDR) accurately recorded in EFRS within the month of submission.	Jan-Dec 2023	2%	Out standing (5)	70-100% cash advances and liquidation reports are accurately posted in EFRS		Financial documents posted within the month		1. Document Tracking System 2. Journal Entry Voucher 3. Cash Disbursement Register 4. Liquidation Report 5. Cash Advance					
					Very Satisfactory (4)	50-69% cash advances and liquidation reports are accurately posted in EFRS		Financial documents posted after the month							
					Satisfactory (3)	20-49% cash advances and liquidation reports are accurately posted in EFRS		Financial documents posted 10 days after the month							
					Unsatisfactory (2)	10-19% cash advances and liquidation reports are accurately posted in EFRS		Financial documents posted 15 days after the month							
					Poor (1)	0-9% cash advances and liquidation reports are accurately posted in EFRS		Financial documents posted 20 days after the month							
	SDO Management *Financial Management	3.3b Within the rating period, requests for allocation of funds for school sites acquisition, survey, titling and registration of special patents transmitted to the Registry of Deeds have	Jan-Dec 2023	2%	Outstanding (5)	90-100 % of requests for fund allocation for school sites acquisition and titling have been processed and endorsed to the regional office		100 % of the processed requests for fund allocation for school sites acquisition and titling have been endorsed to the regional office on or before the due date set		1. List of Schools 2. Copies of Endorsement 3. Copies of action from RO/CO 4. Copy of Sub					

Vices	been processed and endorsed to the higher office in accordance to the period set.	Very Satisfactory (4)	80-89 % of requests for fund allocation for school sites acquisition and titling have been processed and endorsed to the regional office		100 % of the processed requests for fund allocation for school sites acquisition and titling have been endorsed to the regional office one month after the due date set	ARO (if request is granted) 5. Accomplishment Report				
		Satisfactory (3)	70-79 % of requests for fund allocation for school sites acquisition and titling have been processed and endorsed to the regional office		100 % of the processed requests for fund allocation for school sites acquisition and titling have been endorsed to the regional office two months after the due date set					
		Unsatisfactory (2)	60-69 % of requests for fund allocation for school sites acquisition and titling have been processed and endorsed to the regional office		100 % of the processed requests for fund allocation for school sites acquisition and titling have been endorsed to the regional office three months after the due date set					
		Poor (1)	Below 60 of requests for fund allocation for school sites acquisition and titling have been processed and endorsed to the regional office		100 % of the processed requests for fund allocation for school sites acquisition and titling have been endorsed to the regional office more than three months after the due date					

TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION									
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE
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	<b>Legal Services</b> <b>15%</b>	4.1 Within the rating period, evaluated complaints and conduct investigation on cases filed against non-teaching personnel	Jan-Dec 2023	6%	Outstanding (5)	90-100 % of the complaints against non teaching personnel has been evaluated and conducted an investigation		100% of the reports on investigations has been submitted to the SDS within 5 days from the termination of the investigation		1. copy of Report on complaints acted upon 2. copy of Report on investigations conducted				
					Very Satisfactory (4)	80-89 % of the complaints against non teaching personnel has been evaluated and conducted an investigation		100% of the reports on investigations has been submitted to the SDS within 15 days from the termination of the investigation						

				Satisfactory (3)	70-79 % of the complaints against non teaching personnel has been evaluated and conducted an investigation		100% of the reports on investigations has been submitted to the SDS within 20 days from the termination of the investigation						
				Unsatisfactory (2)	60-69 % of the complaints against non teaching personnel has been evaluated and conducted an investigation		100% of the reports on investigations has been submitted to the SDS within 25 days from the termination of the investigation						
				Poor (1)	below 60 % of the complaints against non teaching personnel has been evaluated and conducted an investigation		100% of the reports on investigations has been submitted to the SDS within 30 days from the termination of the investigation						
<b>Legal Services</b>	4.2 Within the rating period, prepared and reviewed 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	Jan-Dec 2023	5%	Outstanding (5)	90-100 % of the requests to review contracts or agreements or MOA relative concerning the Division of Catanduanes have been rendered		100% of the requests have been processed, and rendered within 15 regular working days from date of receipt thereof					Copies of the Memorandum of Agreement and Reviewed Legal Instruments	
				Very Satisfactory (4)	80-89 % of the requests to review contracts or agreements or MOA relative concerning the Division of Catanduanes have been rendered		100% of the requests have been processed, and rendered within 20 regular working days from date of receipt thereof						
				Satisfactory (3)	70-79 % of the requests to review contracts or agreements or MOA relative concerning the Division of Catanduanes have been rendered		100% of the requests have been processed, and rendered within 25 regular working days from date of receipt thereof						
				Unsatisfactory (2)	60-69 % of the requests to review contracts or agreements or MOA relative concerning the Division of Catanduanes have been rendered		100% of the requests have been processed, and rendered within 30 regular working days from date of receipt thereof						
				Poor (1)	below 60 % of the requests to review contracts or agreements or MOA relative concerning the Division of Catanduanes have been rendered		100% of the requests have been processed, and rendered above 30 regular working days from date of receipt thereof						



<b>Legal Services</b>	4.3 Within the rating period, conducted investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO)	Jan-Dec 2023	4%	Outstanding (5)	95-100 % of investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO) had been rendered		100% of investigation Reports has been submitted within 15 days from termination of the investigation	Investigation Reports/ Indorsements				
				Very Satisfactory (4)	80-89 % of investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO) had been rendered		100% of the of investigation Reports has been submitted within 25 days from termination of the investigation					
				Satisfactory (3)	70-79 % of investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO) had been rendered		100% of the rof investigation Reports has been submitted within 30 days from termination of the investigation					
				Unsatisfactory (2)	60-69 % of the requests for clearance or certification of SDO Personel have been evaluated and issued		100% of the investigation Reports has been submitted within 35 days from termination of the investigation					
				Poor (1)	Below 60 % of the requests for clearance or certification of SDO Personel have been evaluated and issued		100% of investigation Reports has been submitted within 40 days from termination of the investigation					

TO BE FILLED DURING PLANNING				TO BE FILLED DURING EVALUATION										
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE
					QUALITY, EFFICIENCY, TIMELINESS					Q	E	T	AVE	
	<b>ICT Systems Management 15%</b>	5.1 Managed and maintained the Information and Communicataion Technology (ICT) Systems and Infrastructure of the Division to effectively support operations	Jan-Dec 2023	6%	Outstanding (5)	80-90% of 7 ICT systems and infrastructure are functional	80-90% updataed and managed the daily efficiency of 7 ICT systems anad infrastructure at SDO		M & E Reports, Functional ICT System, Maintenance Monitoring Plan					
					Very Satisfactory (4)	70-79% of 7 ICT systems and infrastructure are functional	70-79% updataed and managed the daily efficiency of 7 ICT systems anad infrastructure at SDO							
					Satisfactory (3)	60-69% of 7 ICT systems and infrastructure are functional	60-69% updataed and managed the daily efficiency of 7 ICT systems anad infrastructure at SDO							

					Unsatisfactory (2)	50-59% of 7 ICT systems and infrastructure are functional	50-59% updated and managed the daily efficiency of 7 ICT systems and infrastructure at SDO							
					Poor (1)	40-49% of 7 ICT systems and infrastructure are functional	40-49% updated and managed the daily efficiency of 7 ICT systems and infrastructure at SDO							
<b>ICT Systems Management</b>	5.2 Managed and maintained ICT programs and projects in the Division to ensure data validity and effective utilization of the system within the rating period	Jan-Dec 2023	5%	Outstanding (5)	80-90% of the submitted ICT plan was properly implemented	80-90% updated and efficiently followed the ICT plan of schools and learning centers		Number of schools and learning centers that implemented the ICT Plan, Number of ICT plans and narrative reports signed						
				Very Satisfactory (4)	70-79% of the submitted ICT plan was properly implemented	70-79% updated and efficiently followed the ICT plan of schools and learning centers								
				Satisfactory (3)	60-69% of the submitted ICT plan was properly implemented	60-69% updated and efficiently followed the ICT plan of schools and learning centers								
				Unsatisfactory (2)	50-59% of the submitted ICT plan was properly implemented	50-59% updated and efficiently followed the ICT plan of schools and learning centers								
				Poor (1)	40-49% of the submitted ICT plan was properly implemented	40-49% updated and efficiently followed the ICT plan of schools and learning centers								
<b>ICT Systems Management</b>	5.3 Coordinated with Central Office and other ICT units across levels regarding the implementation of national ICT and ICT-related programs within the rating period	Jan-Dec 2023	4%	Outstanding (5)	90-100% of the crafted 10 ICT related memoranda for the implementation of ICT programs and projects to SDO, 42 secondary schools and 235 elementary schools was properly disseminated	90-100% of the crafted and disseminated 10 ICT-related memoranda for the implementation of ICT programs and projects to SDO, 42 secondary schools and 235 elementary schools was strictly followed		Number of submitted ICT related reports on time, accomplished request for technical/repair assistance form						



				Satisfactory (3)	86-90% of the incoming and outgoing documents were tracked, properly filed and acted upon		Data Tracking System is updated within 6-7 days from receipt of the routed documents						
				Unsatisfactory (2)	81-85% of the incoming and outgoing documents were tracked, properly filed and acted upon		Data Tracking System is updated within 8-9 days from receipt of the routed documents						
				Poor (1)	80% and below of the incoming and outgoing documents were tracked, properly filed and acted upon		Data Tracking System is updated within 10 days or more from receipt of the routed documents						
<b>Office Administration and Performance Management</b>	6.2 Managed the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level.	Jan-Dec 2023	5%	Outstanding (5)	The quarterly PIRPA has been conducted with 96-100% complete data presentation from 3 functional division		The conduct of PIRPA went according to schedule with the submission of the Quarterly Reports of 3 functional division on the same date						
				Very Satisfactory (4)	The quarterly PIRPA has been conducted with 91-95% complete data presentation from 3 functional division		The conduct of PIRPA went according to schedule with the submission of the Quarterly Reports of 3 functional division a day after the conduct of PIRPA						
				Satisfactory (3)	The quarterly PIRPA has been conducted with 86-90% complete data presentation from 3 functional division		The conduct of PIRPA went according to schedule with the submission of the Quarterly Reports of 3 functional division 2 days after the conduct of PIRPA						
				Unsatisfactory (2)	The quarterly PIRPA has been conducted with 81-85% complete data presentation from 3 functional division		The conduct of PIRPA went according to schedule with the submission of the Quarterly Reports of 3 functional division 3 days after the conduct of PIRPA						

					Poor (1) The quarterly PIRPA has been conducted with 80% below complete data presentation from 3 functional division		The conduct of PIRPA went according to schedule with the submission of the Quarterly Reports of 3 functional division 4 days after the conduct of PIRPA							
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TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFO	KRAs	Objectives	TIME LINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	MOVs	RATING				SCORE	
					QUALITY, EFFICIENCY, TIMELINESS					Q	E	T	AVE		
	<b>Office Administration and Performance Management</b>	6.3 Promoted a culture of excellence, innovation and collaboration thru awards and recognition, Client Satisfaction Survey (CCSS) Results and Analysis and Report on Actions taken relative to CCSS results	Jan-Dec 2023	5%	Outstanding (5)	Awards and recognition initiatives were conducted and client satisfaction rating is sustained and maintained at 96-100%	96-100% of employees were recognized thru awards and recognition initiatives and satisfied clients/customers based on CCSS results and feedback								
					Very Satisfactory (4)	Awards and recognition initiatives were conducted and client satisfaction rating is sustained and maintained at 90-95%	90-95% of employees were recognized thru awards and recognition initiatives and satisfied clients/customers based on CCSS results and feedback								
					Satisfactory (3)	Awards and recognition initiatives were conducted and client satisfaction rating is sustained and maintained at 86-90%	86-90% of employees were recognized thru awards and recognition initiatives and satisfied clients/customers based on CCSS results and feedback								
					Unsatisfactory (2)	Awards and recognition initiatives were conducted and client satisfaction rating is sustained and maintained at 81-85%	81-85% of employees were recognized thru awards and recognition initiatives and satisfied clients/customers based on CCSS results and feedback								
					Poor (1)	Awards and recognition initiatives were conducted and client satisfaction rating is sustained and maintained at 80% below	80% below of employees were recognized thru awards and recognition initiatives and satisfied clients/customers based on CCSS results and feedback								
				100%											

Final Rating  
Adjectival Rating Scale

**Adjectival Rating Scale**

Outstanding	4.500- 5.000
Very Satisfactory	3.500-4.499
Satisfactory	2.500-3.499
Unsatisfactory	1.500-2.499
Poor	1.000-1.499

**SOCORRO V. DELA ROSA**  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
Ratee

**BEBIANO I. SENTILLAS**  
Assistant Regional Director  
Rater

**GILBERT T. SADSAD**  
Regional Director  
APPROVING AUTHORITY