



Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
**RECORDS SECTION
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Name: 001143
 Signature: [Signature]
 APR 18 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

From : 
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

Subject: **VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS (DM-OUHROD-2024-0586)**

Date : April 12, 2024

- Please find attached Memorandum DM-OUHROD-2024-0660 titled "Virtual Orientation on the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586) which is self-explanatory.
- The following personnel are invited to attend the virtual orientation:
 - Assistant Schools Division Superintendent
 - Chief Education Supervisors
 - Division Performance Management Team
 - Public Schools District Supervisor
 - All School Heads of Public Elementary and Secondary School

Participants	Schedule	Time
School Division Office	May 2, 2024 (Thursday)	8:00 AM to 12:00NN
Schools	May 3, 2024 (Friday)	

- All concerned officials shall take the Pre-activity registration of online participants at the link/QR code below. The online meeting link shall be provided upon pre-registration.

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 Lead to Excel. Excel to Lead."*



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<https://forms.office.com/r/D6Ewit4pJ0>



4. School participants are suggested to convene in one venue and use one account only in accessing the link.
5. Attached is Memorandum DM-OUHROD-2024-0586 for your reference
6. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-PRS-MOL

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0660

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of Functional Divisions
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
WILFREDO B. CABRAL
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS (DM-OUHROD-2024-0586)**

DATE : 08 April 2024

Pursuant to the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586)** which was released by this Office last **March 27, 2024** (Wednesday), all concerned Officials and Heads of Offices/Functional Offices/Schools in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and Schools are invited to attend the **Virtual Orientation** on **April 19, May 2 and 3, 2024** with three (3) batches, respectively, to wit:

Participants Per Batch	Schedule	Time
Batch 1: Central Office	April 19, 2024 (Friday)	8:00 AM to 12:00 NN
Batch 2: Regional Offices and School Division Offices	May 2, 2024 (Thursday)	
Batch 3: Schools	May 3, 2024 (Friday)	



Annex A

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 AM to 8:30 AM	<p><i>Opening Program</i></p> <ul style="list-style-type: none"> • Opening Prayer • Welcome Remarks • Acknowledgement of the Participants • Context Setting and Objectives • Expectation Setting 	HRDD Facilitator
8:31 AM to 9:30 AM	<p>Session 1: Presentation of the Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards and Revised OPCR Form</p> <ul style="list-style-type: none"> • Rationale • DepEd Organizational Goals and Outcomes • Legal Bases • Salient Features and Parts of the OPCR 	Undersecretary Wilfredo E. Cabral (Resource Person)
9:31 AM to 9:40 AM	<i>Health Break</i>	
9:41 AM to 11:00 AM	<p>Continuation of the presentation on the newly prescribed OPCR Template</p> <ul style="list-style-type: none"> • Office Performance Management Flowchart • Step-by-step guide in Accomplishing the OPCR following the RPMS Cycle • Ratee-Rater Approving Matrix 	
11:01 AM to 11:11 AM	<i>Health Break</i>	
11:12 AM to 11:45 AM	Open Forum	
11:46 AM to 12:00 NN	<p><i>Closing Program</i></p> <ul style="list-style-type: none"> • Activity Evaluation • Closing Remarks • Photo Opportunity 	HRDD Facilitator

This activity aims to:

- a. discuss in detail the *Interim Guidelines on Office Performance Planning and Assessment for FY 2024 Onwards* and the salient features and parts of the new OPCR Form;
- b. discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets; and
- c. provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPCR Form for FY 2024 onwards.

The indicative program of activities is attached in **Annex A**.

Pre-activity registration of online participants is requested at the link/QR code below. The online meeting link shall be provided only upon pre-registration.

<https://forms.office.com/r/D6Ewit4pJ0>



Reference materials shall be provided upon completion of both the pre-registration form and post-activity evaluation form.

For more information on this activity, please contact **Ms. Lizette Anne L. Carpio** or **Ms. Ma. Mystica P. Esparas-Yu Oh**, DepEd BHROD-HRDD RPMS focal through 8470-6630 or bhrod.hrdd@deped.gov.ph.

For dissemination and compliance.