



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF NORTHERN SAMAR

December 20, 2021

OFFICE MEMORANDUM

No. 061, s. 2021

2021 YEAR-END PERFORMANCE REVIEW AND EVALUATION

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
All Others Concerned

1. This Office, through the Performance Management Team (PMT), shall conduct the 2021 Year-End Performance Review and Evaluation of Accomplished Office/Individual Performance Commitment and Review Forms (OPCRFs) on December 29, 2021 at the Bulwagan ng mga Guro, Division Office, Catarman, Northern Samar.
2. The objectives of this activity are as follows:
 - a. Present the accomplished 2021 O/IPCRFs (with ratings) of the Offices of ASDS, CID, SGOD, and Units/Sections;
 - b. Review and evaluate the O/IPCRFs in terms of accomplishments of targets, issues encountered, and Means of Verifications (MOVs) per Key Result Area (KRA);
 - c. Forge commitments for the improvement of performance in the next cycle; and
 - d. Other important matters.
3. Relative to this, each Office/Unit/Section shall conduct the following preliminary activities in preparation to the abovementioned scheduled activity:
 - a. Conduct a pre-performance review and evaluation of its 2021 O/IPCRFs of each individual employee at their respective offices;
 - b. Come up with final ratings of performance;
 - c. Prepare MOVs per rating that has been obtained per indicator and per KRA; and
 - d. Submit the accomplished O/IPCRFs with MOVs for final review and evaluation by the Performance Management Team (PMT).
4. The participants are the following:

Office/Participants	Name	No. of Pax
OSDS Proper	Dr. Raul D. Agban	4



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	Dr. Crista Joy A. Torbila	
	Atty. Risty T. Adarayan	
	Rolando Lucenecio jr.	
PMT Members	Jocelyn I. Acebuche	
	Dr. Elna D. Enano	
	Omar O. Ty	6
	Dr. Garry O. Vacunawa	
	Roger G. Arniño	
	Judge Rino Sabarre	
Administrative Services	Michelle Caguimbal	
	<i>Cash Section Representative</i>	
	Carmencita Martires	5
	Romeo Mijares	
	Rema Allado	
Finance Services	Deah Gamao	
	Ma. Joy Gepollo	2
CID	Dr. Alex B. Rejuso	1
SGOD	Noe M. Hermosilla	1
TA Provider	Dr. John L. Delorino	1
Program Management	Annie Rose F. Tonog	
Staff	Cheryl Ann D. Catucod	2
	<i>Total</i>	22

5. All participants are reminded to comply with the required health standards, which include following social distancing measures, properly wearing of facemasks, and practicing proper hygiene consistent with the Inter-Agency Task Force on Emerging Infectious Diseases (IATF) health protocols, Department of Health (DOH) health standards, local and national quarantine rules, and other relevant protocols as detailed in DepEd and DepEd Task Force COVID-19 issuances.

6. The following Office/Section/Unit Heads shall be given 15 minutes to present his/her O/IPCR on a PowerPoint Presentation using the enclosed template and another 15 minutes to the PMT members to review, evaluate, and give feedback:

Time	Office/Unit/Section	Presenter
09:00 – 09:30 AM	OSDS	Dr. Crista Joy A. Torbila
09:30 – 10:00 AM		Atty. Risty T. Adarayan
10:00 – 10:30 AM		Rolando Lucenecio jr.
10:30 – 11:00 AM	Administrative Services	Michelle Caguimbal
11:00 – 11:30 AM		<i>Cash Section Representative</i>
11:30 – 12:00 NN		Carmencita Martires
01:00 – 01:30 PM		Romeo Mijares
01:30 – 02:00 PM		Rema Allado
02:00 – 02:30 PM	Finance Services	Deah Gamao

02:30 – 03:00 PM		Ma. Joy Gepollo
03:00 – 03:30 PM	CID	Dr. Alex B. Rejuso
03:30 -04:00 PM	SGOD	Noe M. Hermosilla

7. Expenses incurred relative to the conduct of this activity such as one meal and two snacks shall be charged against OSDS HRTD Funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent

Enclosure No. ____ to Office Memorandum No. ____, s. 2021

TEMPLATE FOR THE CONTENTS ON THE PRESENTATION OF THE O/IPCR

Name of the Office/Unit/Section: _____

KRAs	Objectives	KPIs	Outputs