



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2024- 221

To: : Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors
 Education Program Supervisor
 Public School Heads

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

This is in reference to Memorandum DM-OUHROD-2024-0660 dated April 8, 2024 signed by Wilfredo B. Cabral, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development re: **Virtual Orientation on the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586)**.

Pursuant to the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586)**, all concerned Officials and School Heads are invited to attend the **Virtual Orientation on May 2, 2024 and May 3, 2024** with two (2) batches, respectively.

For details and information, refer to the enclosures.

Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

For and in the absence of the
 Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge

Schools Division of Digos City
 RECORDS SECTION

RELEASED
 No DTG. No.

DATE: APR 12 2024 TIME: 5:00 PM
 BY: [Signature]

Enclosed: As stated
 SGOD/jsa





Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

List of Participants

May 2, 2024

8:00 AM-12:00 Noon

1. Melanie P. Estacio	OIC-Schools Division Superintendent
2. Maria Genevieve T. Francisquete	Assistant Schools Division Superintendent
3. Sollie B. Oliver	Chief ES-SGOD
4. Beverly S. Daugdaug	Chief ES-CID
5. Francis Jude D. Alcomendras	Administrative Officer V
6. Neptune L. Tambilawan	AO V
7. Noreliza A. Misal	Accountant III
8. Rosario B. Diamante	AO IV
9. Myhrra Faye C. Llanos	AO IV
10. Aleli M. Chiong	AO IV
11. Heidi B. Escalona	AO II
12. Lyra O. Pilarte	MO III
13. Clarisse Joy C. Arnaez-LLaban	Attorney III
14. Stephen R. Pascual	ITO I
15. Marjun B. Rebosquillo	SEPS-PRME
16. Ronald B. Dedace	SEPS-HRD
17. Reyzen O. Monserate	SEPS-SMME
18. Peter-Jayson C. Senarillos	SEPS-SMN

List of Participants

May 3, 2024

8:00 AM-12:00 Noon

Digos Oriental District	
1. Juvy B. Salise	Aplaya ES
2. Renato D. Calipayan	Badiang ES
3. Abdul Gapor M. De Guzman	Cogon ES
4. Allen Joseph Malahay	Dawis ES
5. Mylene G. Samonte	Don Mariano Marcos ES
6. Rex Sayson	Isaac Abalayan ES
7. Norwenda Hairil	Pedro Garcia ES
8. Inda D. Nacua	Ramon Magsaysay ES
9. Rowelem Rosima	Kibanban ES
Digos Occidental District	
10. Jacqueline Jaum	Balabag ES
11. Jerwin L. Granada	Damñas ES
12. Aldin J. Barsalote	Digos City Central ES
13. Elecel B. Adam	Dulangan ES
14. Angelito M. Villagonzalo	Federico J. Alferez ES
15. Jonathan Rellon	Jolencio Alberca ES
16. Edsel F. Nacua	Pedro V. Basalan ES
17. Jonathan Almacin	Mahayahay ES
18. Prince Alfred Marzon	Ranao ES
19. Antonia S. Jumawan	Ruparan ES
Digos South District	
20. Nedyamar D. Andrade	Arcaflor Maniapao
21. Nelson Lucero	Bagumbuhay ES

Enclosed: As stated
 SGOD/jsa



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OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

22. Marife M. Bohol	Casildo Nonol Sr. ES
23. Melacres L. Campomayor	Colorado ES
24. Tita T. Heramiz	Domingo V. Abawag Sr. Es
25. Joy R. Baulete	Lungag ES
26. Merilyn T. Salboro	Rremedios N. Saplala ES
27. Mario Andales	San Miguel ES
28. Joel Cartagena	Igpit ES
Mt. Apo District	
29. Lloyd Cervantes	Apolandia ES
30. Al D. Fernandez	Binaton ES
31. Rebecca Lorelie P. Deiparine	Gaudioso Reusora ES
32. Cesar M. Gevera Jr.	Marawer ES
33. Dann Becamon	Necencio A. Isidro ES
34. Eduardo P. Paller Jr.	Rizal Central ES
35. Peter Paul Deiparine	Soong ES
Secondary Schools	
36. Marvin Padillo	Balabag NHS
37. Raquel L. Cedefio	Dawis NHS
38. Elizabetha R. Bueron	DiCNHS
39. Rachel R. Pogoy	DiCNHS
40. King P. Devesfruto	Goma NHS
41. Rizza R. Villaluna	Igpit NHS
42. Noba J. Rubion	Kapatagan NHS
43. Juvic Sucayre	Matti NHS
44. Eugene Sayson	Ruparan NHS
45. Aimee Amor C. Porto	SHS in Digos City
46. Julius Castañares	Soong NHS
47. Jave E. Endar	Palan-Bagobo Tagabawa NHS
48. Rotshen V. Casilac	DiCNHS-Aplaya Extension
49. Alan B. Tizon	DiCNHS-San Roque Extension

Enclosed: As stated
SGOD/jsa



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Republika ng Pilipinas

Department of Education

11 APR 2024

10:36

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)	



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.

Annex A

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 <i>(Resource Person)</i>
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