

RECORDS



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 27 2025

MEMORANDUM

**OFFICE PERFORMANCE COMMITMENT RATING FORM (OPCRF)
DEVELOPMENT WORKSHOP FOR SCHOOL HEADS:
1ST RPMS CYCLE IMPLEMENTATION, SY 2025-2026**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order No. 2, s. 2015 - Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Division shall conduct the **OPCRF Development Workshop for School Heads: 1st RPMS Cycle Implementation, SY 2025-2026** on **June 30 to July 2, 2025**, at **Muntinlupa Elementary School-Conference Room**.

2. This activity aims to equip school heads with the necessary knowledge and skills to effectively develop their Office Performance Commitment and Review Form (OPCRF), aligned with the 5-Point Education Agenda, NCR Top 5 Priorities, and the Division's Strategic Direction. Additionally, the workshop will introduce the **Revised Office Performance Commitment and Review Form (OPCRF) per Memorandum DM-OUHROD-2024-05861**, reflecting the final performance components, as follows:

Part I:

- A. Commitment to Organizational Outcomes
- B. Innovating and Intervening Accomplishments
- C. Organizational Effectiveness

Part II:

- A. Leadership Competencies
- B. Core Behavioral Competencies

3. To ensure meaningful participation and output development, school heads are expected to have initiated the required pre-work prior to the workshop. This includes the preparation of their school's performance comparative data, a comprehensive SWOT analysis, and a review of existing School Improvement Plans (SIP) to help inform their targets and commitments.

4. Likewise, all school heads are expected to bring their laptop, pocket WiFi, and extension cord.

5. Attached is the program of activities, for reference.



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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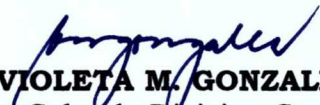
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6. Immediate and wide dissemination of with this Memorandum is desired.


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

SCHOOL	PRINCIPAL	EVALUATION
PERFORMANCE		

IMR/OPCRF Workshop for School Head
275 June 25, 2025

UN-2025-275

Enclosure 1: **Matrix of Activities**

Number of Minutes	Topic/s	Objectives	Learning Facilitator/s
Day1: June 30, 2025			
12:30-1:00 PM	Registration		PMT
1:00-1:15 PM	Opening Program		
1:15-1:40 PM	The RPMS Cycle	To enhance participants' understanding of the RPMS cycle to effectively implement performance management practices aligned with DepEd standards	Ms. Ivy M. Romano, SEPS-HRD
1:40-2:10 PM	The Philippine Professional Standards for School Heads	To identify and explain the key domains, strands, and career stages of the Philippine Professional Standards for School Heads (PPSSH), and to demonstrate the ability to align their leadership practices with the standards to promote effective school management, enhanced teaching and learning, and continuous professional growth across career stages.	Dr. Lilia A. Ricero OIC-ASDS
2:10-3:30 PM	Interim, Guidelines for the Office Performance Planning and Assessment	To familiarize with tools (e.g., IPCRF-PPST, OPCRF Templates) To explain the interim guidelines for office performance planning and assessment in the development of their	Ms. Ma. Regaele A. Olarte, OIC-Chief

Number of Minutes	Topic/s	Objectives	Learning Facilitator/s
		OPCRF	
3:30-4:00 PM	Current Administration Agenda	To identify and describe the current administrative agenda of the Department of Education and demonstrate alignment of office and school initiatives with national priorities and directives.	Dr. Lilia A. Ricero, OIC-ASDS
4:00-4:30 PM	BED 2 / SDO TARGET	To analyze the key focus areas of the Basic Education Development Plan (BED) and the corresponding SDO targets, and align their school or office performance indicators and initiatives to support the attainment of national and division education goals	Mr. Joseph D. Nilo, PO III
4:00-5:00 PM	QAME & Session Synthesis		Ms. Chelo DG Rongavilla & Mr. Andres F. Sicam Jr. EPS II
DAY 2: July 1, 2025			
8:00-8:30 AM	Management of Learning (MOL)		PMT
8:30-10:00 AM	Presentation of SDO OPCR F Y2025	To interpret the FY 2025 Office Performance Commitment and Review Form (OPCRF) of the Schools Division Office (SDO) and align their unit or school targets, initiatives, and performance indicators with the committed outputs and strategic priorities of the Division	Dr. Violeta M. Gonzales OIC-SDS

Number of Minutes	Topic/s	Objectives	Learning Facilitator/s
10:00-12:00PM	Alignment of SDO OPCRf & School Heads' OPCRf <ul style="list-style-type: none"> • School Leadership and Administration • Teaching and Learning Delivery • School Operations and Management • Learner Formation and Development 	To analyze the FY 2025 SDO OPCRf and align their respective School Heads' OPCRfs across the key result areas of School Leadership and Administration, Teaching and Learning Delivery, School Operations and Management, and Learner Formation and Development, to ensure coherence in planning, implementation, and performance reporting	Dr. Florante C. Marmeto OIC-Chief
12:00-1:00 PM	LUNCH BREAK		
1:00-2:00 PM	Crafting of Objectives based on KRAs	To formulate clear, specific, and measurable objectives aligned with the identified Key Result Areas (KRAs) of the OPCRf and IPCRF to ensure focused planning and performance alignment with organizational goals	Ms. Ma. Regale A. Olarte OIC-Chief
	LUNCH BREAK		
2:00-3:00 PM	The Hows and Whys of Q.E.T.	To explain the purpose of the Quarterly Evaluation of Teachers (Q.E.T.) and demonstrate understanding of the processes, tools, and timelines involved in its effective implementation to support continuous teacher development and improved instructional delivery	Dr. Florante C. Marmeto OIC-Chief
3:00-4:30	Workshop 1: Initial Draft of OPCRf focusing on Objectives	To develop an initial draft of their Office Performance Commitment and Review Form (OPCRf) by crafting clear, specific, and	Ms. Phoebe R. Arroyo SEPS-P&R

Number of Minutes	Topic/s	Objectives	Learning Facilitator/s
		measurable objectives aligned with the Division's Key Result Areas (KRAs), success indicators, and SY 2024-2025 targets	
4:30-5:00 PM	Presentation Criteria, QAME & Session Synthesis		Dr. Zoren Pepito L. Gubalane SEPS- M&E
Day 3: July 2, 2025			
8:00 – 8:30 AM	Management of Learning		PMT
8:30-11:00 AM	Presentation and Critiquing of Outputs	To present their drafted outputs (e.g., OPCRF objectives, performance indicators, or plans) and provide and receive constructive feedback to improve alignment, clarity, and quality based on established standards and criteria	School Heads
11:00-12:00 PM	Polishing and Finalization of Outputs	To refine and finalize their outputs by incorporating feedback and ensuring alignment with standards, performance indicators, and organizational priorities	School Heads
12:00-1:00 PM	LUNCH BREAK		
1:00-3:00 PM	Finalization of Outputs based on Panel's Inputs	To revise and finalize their outputs based on the panel's feedback, ensuring that the content is aligned with established standards, performance expectations, and organizational goals	School Heads
3:00-4:00 PM	Presentation of Final	To present their finalized outputs with clarity and	School Heads

Number of Minutes	Topic/s	Objectives	Learning Facilitator/s
	Outputs	confidence, demonstrating alignment with performance standards, organizational priorities, and feedback previously provided	
4:00-5:00 PM	QAME & Closing Program		PMT