



September 29, 2016



DIVISION MEMORANDUM

No. 763 s. 2016

To : Assistant Schools Division Superintendent
 Division Chief
 Public School District Supervisors
 Education Program Supervisors
 Senior Education Program Specialist
 Information Technology Officer II
 Administrative Officer V
 Elementary and Secondary School Heads
 All Others Concerned

**RE-ORIENTATION / WORKSHOP ON RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)
 AND FINANCIAL MANAGEMENT FOR SCHOOL HEADS**

1. This Office shall conduct Re-Orientation/Workshop on Results-Based Performance Management System (RPMS) and Financial Management for School Heads on October 10 – 12, 2016 at (venue to be announced later within Bulacan Area).
2. The activity aims to :
 - a) Review the 2015 Results-Based Performance Management System (RPMS) of School Heads.
 - b) Develop performance objectives and indicators vis-à-vis RPMS guidelines for School Heads.
 - c) Craft School Heads' Office Performance Commitment Review Form (OPCRF) anchored on the SDS' OPCRf.
 - d) Equip School Heads to provide technical assistance in the crafting of IPCRFs of school personnel.
 - e) Review financial management principles/policies/forms applicable to the school setting.
3. Participants to this activity are as indicated in Enclosure No. 1.
4. Enclosure No. 2 shows the matrix for the activity.
5. Participants are directed to bring their approved 2015 Office Performance Commitment Review Form (OPCRF) and Individual Performance Commitment Review Form (IPCRF) as well as those of their immediate subordinates.
6. Each participant is required to bring a laptop and pocket wi-fi for internet connectivity.
7. Provision of meals, snacks and accommodation of participants shall be charged against Division INSET Funds, while transportation expenses shall be charged against school MOOE subject to the usual accounting and auditing procedures.
8. Immediate and wide dissemination of this Memorandum is desired.

GHPascual
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent

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"Commitment-Driven Performance by our Leaders"
"Character-Based Instruction for our Learners"





Enclosure No. 1 to Division Memorandum No. 763 s. 2016

RE-ORIENTATION / WORKSHOP ON RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) AND FINANCIAL MANAGEMENT FOR SCHOOL HEADS

Venue : to be announced later within the Bulacan Area
 October 10 - 12, 2016

LIST OF PARTICIPANTS

DIVISION PERSONNEL		
Germelina H. Pascual, CESO V Schools Division Superintendent	Maria Carmen P. Cuenco, Ed.D. Asst. Schools Div. Superintendent	Bernadette B. Rosaroso Educ. Prog. Supervisor - SGOD
Dolores M. Lavilla Public Schools Dist. Supervisor	Teresita S. Padilla Public Schools Dist. Supervisor	Epifania F. De Leon Public Schools Dist. Supervisor
Lydia T. Velunta Public Schools Dist. Supervisor	Manuel P. Dela Cruz Sr. Educ. Prog. Specialist - HRD	Ma. Jima T. Cadiz Administrative Officer V
Arthur F. Francisco Information Technology Officer I	Urcesio A. Sepe Educ. Prog. Specialist II - QAME	Conrado O. Abraham Educ. Prog. Specialist II - SMN
ELEMENTARY SCHOOL HEADS		
Kimberlee M. De Leon San Isidro Elem. School	Edwina B. Manalastas Kakawate Elem. School	Antonio D. Doncillo San Roque Elem. School
Lyn Grace D. Abanador Paradise Farms Community School	Zurex T. Bacay Sto. Cristo Elem. School	Raul G. Panimbatan Towerville Elem. School
Chito M. Reporen Goldenville Elem. School	Ma. Theresa M. Dela Cruz Minuyan Elem. School	Marissa M. Solomon Bagong Buhay G Elem. School
Angelina F. Lim Lawang Pare BBI Elem. School	Julieta Y. Balita Bagong Buhay A Elem. School	Eppie M. Baswel Bagong Buhay F Elem. School
Sofronio P. Macawile Bagong Buhay B Elem. School	Josefina P. Narag Bagong Buhay E Elem. School	Elvira S. Daza Dulong Bayan Elem. School
Ramon Q. Lavilla Sapang Palay Proper Elem. School	Ramiro M. Gacosta San Martin BBC Elem. School	Maselinda A. Aculana Sta. Cruz BBD Elem. School
Miriam A. Zamora San Rafael BBH Elem. School	Nerliza C. Miranda SJDM Central School	Zenaida B. Aguirre SJDM Heights Elem. School
Evangelina A. Galvez Heroesville Elem. School	Maria Fatima D. Felicia Partida Elem. School	Dionisia D. Herrera Benito Nieto Elem. School
Ma. Shirley A. Macawile Muzon Pabahay Elem. School	Rowena P. Lancero Gaya-Gaya Elem. School	Lourdes A. Solomon Marangal Elem. School
Genoveva R. Mendoza Graceville Elem. School	Liezel C. Tosio Ricafort Elem. School	Flordeliza M. Limon Tungkong Mangga Elem. School
Virginia V. Manuel San Manuel Elem. School	Francisco M. Policarpio Gumaok Elem. School	Lilybeth D. Dasco Francisco Homes Elem. School
Reenerose R. Sahurda Kaypian Elem. School		
SECONDARY SCHOOL HEADS		
Belen T. de Jesus Kakawate High School	Leo Glenn P. Evasco Sto. Cristo Nat'l High School	Eliza U. Jarabe Minuyan Nat'l High School
Annie C. Joaquin Towerville High School	Cristina T. Santiago Citrus Nat'l High School	Lourdes R. Robes San Martin High School
Jeaz DC. Campano SJDM Nat'l Trade School	Eduardo V. Cruz Sapang Palay Nat'l High School	Purita J. Herrera Muzon High School
Marietta G. Licopit Muzon Harmony Hills High School	Jocelyn A. San Diego CSJDM Nat'l Science High School	Irna D. Mejia Marangal High School
Joel Jonathan O. Camero Graceville Nat'l High School	Rogelio G. Sison, Jr. San Manuel High School	Danilo A. Casas Paradise Farms Nat'l High School
Wilma M. Aquino SJDM National High School	Florida C. Gonzales Kaypian High School	



Enclosure No. 2. Division Memorandum No. 163 s. 2016

RE-ORIENTATION / WORKSHOP ON RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) AND FINANCIAL MANAGEMENT FOR SCHOOL HEADS
MATRIX OF ACTIVITIES

TIME	DAY 1 October 10, 2016	DAY 2 October 11, 2016	DAY 3 October 12, 2016
7:00 – 8:00	Registration/Breakfast	BREAKFAST	BREAKFAST
8:00 – 9:00	Opening Program / Workshop Orientation	Phase 2 : Performance Monitoring and Coaching	Financial Accountability KRISTINE JOY D. QUEZADA Accountant
9:00 – 10:00	Review of RPMS MANUEL P. DELA CRUZ Sr. Educ. Prog. Specialist - HRD	Phase 3 :Performance Review and Evaluation MA. JIMA T. CADIZ Administrative Officer V	
10:00 – 10:15	Morning Snack	Morning Snack	Morning Snack
10:15 – 12:00	Phase 1 : Performance Planning & Commitment GERMELINA H. PASCUAL, CESO V Schools Division Superintendent	Phase 4 : Performance Rewarding and Development Planning GERMELINA H. PASCUAL, CESO V Schools Division Superintendent	Canteen Financial Reports
12:00 – 1:00	LUNCH	LUNCH	LUNCH
1:00 – 3:00	Identifying KRAs, Objectives, & Indicators MARIA CARMEN P. CUENCO, Ed.D. Asst. Schools Division Superintendent	Presentation of OPCRfs Output	CLEARING HOUSE
3:00 – 3:15	Afternoon Snack	Afternoon Snack	Afternoon Snack
3:15 – 5:00	Presentation and Critiquing of Objective Statements and Indicators	Workshop on Crafting IPCRFs	CLOSING PROGRAM
5:00 – 7:00	DINNER	DINNER	