



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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09 March 2017

DIVISION MEMORANDUM

No. 35 s. 2017

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

**DIVISION WORKSHOP ON 2016 PERFORMANCE REVIEW & EVALUATION
AND 2017 PERFORMANCE PLANNING & COMMITMENT FOR SCHOOL HEADS**

1. This Office announces the conduct of the **Division Workshop on the 2016 Performance Review and Evaluation and 2017 Performance Planning and Commitment for School Heads** on April 10 - 12, 2017 to be held at a venue to be announced later.
2. The activity aims to:
 - a. Evaluate school heads' 2016 performance;
 - b. Establish 2016 final rating for school heads and school personnel;
 - c. Formulate School Heads' Office Performance Commitment and Review Forms (OPCRF) and school personnel's Key Result Areas, Objectives, Performance Indicators and corresponding weights for 2017 performance.
3. Participants to this activity are as indicated in Enclosure No. 1.
4. Enclosure No. 2 shows the matrix for the activity.
5. Within the month of March, PSDSes are directed to validate against various means of verification (MOVs) the school heads' accomplishments of their 2016 OPCRFs and initial the same for final review during the workshop.
6. Participants must bring soft and two (2) hard copies of their initialled 2016 OPCRFs, the Individual Performance Commitment and Review Forms (IPCRF) of Head Teachers, Master Teachers, and non-teaching staff in their respective schools, laptops, and broadband.
7. 2016 IPCRFs must have been rated in school and signed by the ratee and the rater.
8. Expenses for the activity are chargeable against the Division MOOE while travel costs are to be borne by school MOOE subject to the usual accounting and auditing rules and regulations.
9. For immediate dissemination and compliance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

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



DIVISION WORKSHOP ON 2016 PERFORMANCE REVIEW & EVALUATION AND 2017 PERFORMANCE PLANNING & COMMITMENT FOR SCHOOL HEADS

Venue : to be announced later within the Bulacan Area
April 10 - 12, 2017

LIST OF PARTICIPANTS

DIVISION PERSONNEL		
Germelina H. Pascual, CESO V Schools Division Superintendent	Maria Carmen P. Cuenco, Ed.D. Asst. Schools Div. Superintendent	Rolando T. Sotelo, DEM Chief Educ. Supervisor - CID
Bernadette B. Rosaroso Educ. Prog. Supervisor - SGOD	Manuel P. Dela Cruz Sr. Educ. Prog. Specialist – HRD	Arthur F. Francisco Information Technology Officer I
Urcesio A. Sepe Educ. Prog. Specialist II - SMME	Ma. Jima T. Cadiz Administrative Officer V	Angelina F. Lim PSDS – District 1
Darlan R. Grageda, Jr. PSDS – District 3	Teresita S. Padilla PSDS – District 4	Mary Ann M. Neira PSDS – District 5
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
Reneerose R. Sahurda Kaypian 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	Lilybeth D. Dasco Francisco Homes 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	
SECONDARY SCHOOL HEADS		
Cristina T. Santiago Kakawate High School	Leo Glenn P. Evasco Sto. Cristo Nat'l High School	Eliza U. Jarabe Minuyan Nat'l High School
Lourdes R. Robes Towerville High School	Purita J. Herrera SJDM National High School	Florida C. Gonzales Kaypian High School
Alexander D. Angeles SJDM Nat'l Trade School	Wilma M. Aquino Sapang Palay Nat'l High School	Annie C. Joaquin 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
Geronimo M. Guilalas, Jr. SJDM Heights High School		

DIVISION WORKSHOP ON 2016 PERFORMANCE REVIEW & EVALUATION
AND 2017 PERFORMANCE PLANNING & COMMITMENT FOR SCHOOL HEADS

MATRIX OF ACTIVITIES
April 10 – 12, 2017

DAY 1 (OD: SGOD)	DAY 2 (OD: DISTRICTS 1 - 5)	DAY 3 (OD: DISTRICTS 6 - 10)
7:30 – 8:30 a.m. Registration/Breakfast	7:00 – 8:00 a.m. Breakfast	7:00 – 8:00 a.m. Breakfast
8:30 – 9:00 Opening Program	8:00 – 9:00 Presentation of Day 1 Outputs	8:00 – 9:00 Presentation of Day 2 Outputs
9:00 – 11:00 a.m. (working break)	9:00 – 12 noon (working break)	9:00 – 12:00 noon (working break)
WORKSHOP 1: 2016 Performance Review and Evaluation of School Personnel SDS Germelina H. Pascual, CESO V - HT/MT-Ratees in Districts 1 – 3 ASDS Maria Carmen P. Cuenco, Ed.D - HT/MT-Ratees in Districts 4 – 7 Chief Rolando T. Sotelo, DEM - HT/MT-Ratees in Districts 8 – 10 Rater 4: AO Ma. Jima T. Cadiz Non-Teaching Ratees in Districts 1 – 10 11:00 – 12:00 noon Consolidation and Summary of the 2016 Approved IPCRFs of School Personnel - SEPS-HRD Manuel P. Dela Cruz	WORKSHOP 3: 2017 PERFORMANCE PLANNING AND COMMITMENT Facilitators: PESPA Pres. Lourdes A. Solomon - For Elementary School Heads PSSPA Pres. Danilo A. Casas - For Secondary School Heads	SBM : "Validating SBM Practices through DOD (Documentary Analysis, Observation & Discussion)" - PSDS Mary Ann M. Neira "Revised SBM Assessment Tool" - Chief Rolando T. Sotelo, DEM
12:00 – 1:00 p. m. Lunch Break		
1:00 – 4:00 P. M. WORKSHOP 2: 2016 PERFORMANCE REVIEW AND EVALUATION Rater 1: SDS Germelina H. Pascual, CESO V School Head-Ratees in Districts 1 – 3 Rater 2: ASDS Maria Carmen P. Cuenco, Ed.D. School Head-Ratees in Districts 4 – 7 Rater 3: Chief Rolando T. Sotelo, DEM School Head-Ratees in Districts 8 – 10 4:00 – 5:00 p.m. Consolidation and Summary of the 2016 Rated OPCRFs - SEPS-HRD Manuel P. Dela Cruz	1:00 – 3:00 P. M. WORKSHOP 4: FINALIZATION OF SCHOOL HEADS' 2017 OPCRF OUTPUT: 2017 OPCRF Uploaded in the School Heads' FB Groups 3:00 – 3:15 SNACKS 3:15 – 5:00 SBM : Framework & Assessment Process and Tools (APAT) - PSDS Angelina F. Lim	1:00 P. M. CLEARING HOUSE • Issues and Concerns CLOSING PROGRAM HOME SWEET HOME

Prepared by :

MANUEL P. DELA CRUZ
SEPS – HRD

Reviewed by:

BERNADETTE B. ROSAROSO
EPS I