



Republic of the Philippines  
Department of Education  
DIVISION OF MALAYBALAY CITY

2019-1954

DP-10-11-359  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE OCT 15 2019  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 359, s. 2019

**TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Public Elementary and Secondary School Heads**

**FROM:**

*[Signature]*  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

**DATE: October 16, 2019**

**SUBJECT: OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW  
FORM CRAFTING AND TARGET-SETTING FOR SCHOOL HEADS**

1. To reform initiatives on teacher quality, Philippine Professional Standards for Teachers and School Heads has been developed through DepEd Order No. 42, s. 2017. And to ensure efficient, timely and quality performance among personnel the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System was also implemented following Civil Service Commission Memorandum Circular No. 06, s. 2012.
2. This Office will conduct a two-day crafting and target-setting of Office Individual Performance Commitment and Review Form for Schools Heads on October 16 – 17, 2019 at Veranda.
3. Participants of the said activity are Public Elementary and Secondary School Heads and Teachers In-charge, attendance is a must and no proxy will be allowed. All are expected to be at the venue at 6:30 in the morning. Breakfast will be served.
4. It is advised that each participant must bring a copy of the School Report Card, laptop, internet connection (i.e. modem, router, etc.) and extension wire.
5. Transportation and other incidental expenses relative to the participation of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Enclosed is the Matrix of Activities.
7. Should there be queries, contact EDELINA M. EBORA, Senior Education Program Specialist – Monitoring and Evaluation at 09165126070 or edelinamendio9@gmail.com.

**Encl: As stated**

M and E/Lynne



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Enclosure: Matrix of Activities

TIME	DAY 1	DAY 2
6:30 AM – 7:45 AM	Registration	Attendance Checking
7:45 AM – 8:30 AM	Opening Program	Preliminaries
8:30 AM – 9:00 AM	Revisiting The School Head Roles and Functions Crafting of SIP, AIP and SRC	Group Work: Formulating Performance Indicators for: a. Quality b. Efficiency c. Timeliness
9:00 AM – 9:45 AM	The SDO OPCRf and DEDP	
9:45 AM – 10:00 AM	Working Snacks	Working Snacks
10:00 AM – 10:30 AM	Individual Activity: Prioritization of Strategic Objectives from SDO OPCRf	Presentation of Group Outputs
10:30 AM – 11:00 AM	Individual Activity: Priority Improvement Areas from SRC	Technology Integration Self-Assessment
11:00 AM – 12:00 Noon	Individual Activity: Categorization of PIAs and PSOs into KRAs	
12:00 Noon – 1:00 PM	Lunch Break	Lunch Break
1:00 PM – 2:00 PM	Group Activity : “Build Me a Castle”	LRMDS Utilization and Feedback Mechanism
2:00 PM – 4:00 PM	Group Activity: Formulation of Strategic Objectives in terms of 1. Access 2. Quality 3. Governance	Clearing House Submission of Outputs Distribution of Certificates
4:00 PM – 5:00 PM	Presentation of Group Outputs	