



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City
E-mail: capiz@deped.gov.ph



January 23, 2017

DIVISION MEMORANDUM
No. 15, s. 2017

RE-ORIENTATION-WORKSHOP AND FINALIZATION OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) OF ELEMENTARY AND SECONDARY SCHOOL HEADS FOR SCHOOL YEAR 2016-2017

To: Acting Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors (CID)
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that this Division will conduct a **One-Day Re-Orientation-Workshop and Finalization of the Office Performance Commitment and Review Form (OPCRF) of Elementary and Secondary School Heads for School Year 2016-2017** on the following dates:

	Date	Venue
Elementary School Heads	January 31, 2017	To be announced later
Secondary School Heads	February 1, 2017	

2. The objectives of this activity are as follows:
- 2.1. Revisit the School Heads' 2016-2017 OPCRf and ensure alignment of their KRA's and objectives with that of the SDS's OPCRf.
 - 2.2. Check the appropriateness of their KPI's (Key Performance Indicators) in terms of quality, efficiency and timeliness.
 - 2.3. Identify other areas for improvement in the school heads' OPCRf for the provision of the necessary technical assistance (TA) and mentoring/coaching activities.

NSF/:

3. The participants to this re-orientation-workshop are the following:

3.1 For Elementary

3.1.1 Eleven (11) PSDSs and five (5) OICs of the District

3.1.2 Ninety (90) Elementary School Heads

*[Five (5) participants from every district. The PSDSs/OICs of the District are directed to select their respective participants that would include the central school principals. List of participants must be submitted to the Office of the Acting ASDS on or before **Friday, January 27, 2017**]*

3.2 For Secondary

3.2.1 Fifty-four (54) Secondary School Heads

3.2.2 Two (2) Integrated School Heads

3.2.3 Eleven (11) Asst. Secondary School Principals

4. Each school head participant is advised to bring the following during the workshop:

4.1. Hard and soft copies of his/her 2016-2017 OPCRF

4.2. Laptop and extension cord

5. A registration fee of **Four Hundred Fifty Pesos (Php 450.00)** shall be charged from each school head participant to defray expenses for the food (2 snacks and 1 lunch) which are chargeable against school MOOE while that of the SDO personnel (facilitators and staff) shall be charged from the Division MOOE/INSET fund, both subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this memorandum is desired.



MIGUEL MAC D. APOSIN, Ed.D, CESO V
Schools Division Superintendent

