



May 19, 2017

Division Memorandum
No. 76, s. 2017

CALIBRATION OF THE 2016-2017 OPCRF (OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM) OF ELEMENTARY AND SECONDARY SCHOOL HEADS

To: Acting Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools

1. Pursuant to DepED Order No. 2, s. 2015 (*Guidelines on the Establishment and Implementation of Results-Based Performance Management System in the Department of Education*), please be informed that the **Calibration of the 2016-2017 OPCRF (Office Performance Review and Commitment Form) of Elementary and Secondary School Heads** will be held from **May 22 to June 1, 2017**.
2. This calibration aims to provide the ASDS (*rater*) and SDS (*approving authority*) a systematic and efficient means of verifying the performance and accomplishments (*vis-a-vis* targets) of the elementary and secondary school heads for SY 2016-2017. Likewise, this also aims to look into the gaps and areas for improvement in the implementation of RPMS for the provision of appropriate technical assistance (TA) and interventions.
3. School heads are advised to coordinate with their respective calibration officials and agree among them as to the specific day and time of their calibration based on the specified period. The list of calibration officials and their corresponding assignments is contained in Enclosure No. 2.
4. School heads are likewise instructed to come up with their respective scheme in calibrating the IPCRF of their teachers and non-teaching personnel. *Specific guide for teachers' and school heads' rater and approving authority based on the personnel set-up in their schools* are contained in Enclosure No. 3.
5. The calibrated 2016-2017 OPCRF (with attached summary list of ratings of teachers and duly signed/accomplished calibration sheet) must be submitted to the Office of the ASDS on or before **June 2, 2017**.
6. For the guidance of all concerned, inclosed are the following:
 - 6.1. Enclosure No. 1: Schedule of Calibration/RPMS related Activities
 - 6.2. Enclosure No. 2: List of Calibration Officials for Elementary and Secondary School Heads
 - 6.3. Enclosure No. 3: Ratee-Ratee-Aproving Authority Guide for Elementary & Secondary Schools
 - 6.4. Enclosure No. 5: Calibration Sheet
7. Immediate dissemination of this memorandum is desired.


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

References: DepED Order No. 2 s. 2015

SCHEDULE OF CALIBRATION/RPMS RELATED ACTIVITIES

Activity	Date/Period	Persons Involved
Calibration of School Heads' 2016-2017 OPCRF	May 22-June 1, 2017	Elementary/Secondary School Heads & Calibration Officials
Submission of the Calibration Report (Copy of the accomplished and duly signed CALIBRATION SHEET) to the office of the ASDS	June 2, 2017	Calibration Officials (EPSs/PSDs/OIC-District)
Submission of the calibrated 2016-2017 OPCRF (with attached summary of the teachers' rating & copy of the accomplished/duly signed calibration sheet) to the office of the ASDS	June 7-9, 2017	Elementary and Secondary School Heads
Creation of the Division OPCRF-TWG	May 22, 2017	Office of the SDS and ASDS
Crafting of the Model/Sample School Head's OPCRF for common KRAs/Objectives (based on common functions)	May 24-26, 2017	ASDS / Division OPCRF-TWG
Planning-Workshop (Preparation of the 2017-2018 OPCRF)	To be announced later	SDS/ASDS/Division OPCRF-TWG/Elementary and Secondary School Heads

CALIBRATION OFFICIALS FOR ELEMENTARY AND SECONDARY SCHOOL HEADS

DISTRICT (Elementary School Head)	SECONDARY SCHOOL (Secondary School Head)	CALIBRATION OFFICIAL
Cuartero	Cuartero NHS Maindang NHS Putian NHS San Antonio NHS	Sephora M. Roldan Lalaine J. Fundal
Dao	Arturo Jugo NHS Dao NHS Luis Escutin NHS Malonoy NHS	Ronie C. Reteracion Judith Tu
Dumalag	Dumalag Central NHS Concepcion Castro Garcia NHS	Angel F. Payo Jr., Ph.D. Wilfredo P. Reoyo (on leave) Heidelyn P. Geromiano, Ph.D.
Dumarao	Bungsuan NHS Estefania Montemayor NHS Manuel F. Onato MNHS Presentacion Diez Gregorio NHS Ramon Benjamin Sr NHS Aglalana IS	Ruth C. Gervero, Ph.D. Jonifer D. Alejandra
Ivisan	Basio NHS Ivisan NHS	Shirley De Juan Warlito L. Potato
Jamindan	Jagnaya NHS Jamindan NHS Lucero NHS Macario Bermejo NHS	Merlie J. Rubio, Ph.D. Wilhelmina V. Ucag
Maayon	East Villaflores NHS Florentina B. Degala NHS Maayon NHS Tuburan NHS	Andres D. Quiachon Zaldy B. Caalam
Mambusao East	David Moises NHS Mambusao East NHS	Elenia B. Baranda Ma. Theresa V. Villagracia, Ph.D.
Mambusao West	Mambusao NHS Agkawayan IS	Elenia B. Baranda Martin F. Fabraquel, Ed.D.
Panay	Commissioner Luis Asis NHS Felix Balgos NHS Pawa NHS	Concepcion A. dela Cruz Celso F. Flamiano
Panitan	Leodegario D. Deocampo Sr. NHS Panitan NHS	Andres D. Quiachon Linda A. Villasís, Ph.D.
Pilar	Casanayan NHS Dulangan NHS Marciano M. Patricio NHS San Nicolas NHS- Pilar Yating NHS	Alan Vincent Altamia Celso Flamiano
Pontevedra	Hipona NHS Pontevedra NHS	Concepcion A. dela Cruz Reynaldo Azcarraga, Ph.D.
Pres. Roxas	Cabugcabug NHS	Alan Vincent Altamia Eddie Arcenas, Ph.D.

Sapian	Lonoy NHS Sapian NHS	Shirley A. De Juan Rosemarie Basas
Sigma	Mianay NHS Vicente Andaya Sr. NHS	Ronie C. Reteracion Eva B. Fabraquel, Ed. D.
Tapaz East	Bag-ong Barrio NHS Col. Patrocinio Artuz NHS Rev. Tomas Conejar NHS	Angel F. Payo Jr., Ph.D. Wilfredo P. Reoyo (on leave) Heidelyn P. Geromiano, Ph.D.
Tapaz West	Camburanan NHS Candelaria NHS Candelaria NHS-Candelaria Ext. San Nicolas NHS- Tapaz Tapaz NHS	Ruth C. Gervero, Ph.D. Vicente A. Lumaque

RATEE-RATER-APPROVING AUTHORITY GUIDE FOR ELEMENTARY SCHOOLS

- A. Primary School with only one (1) teacher. (The teacher functions as both classroom teacher and the school in-charge)

RATEE	RATER	APPROVING AUTHORITY
Teacher (TIC)	ASDS	SDS
Teacher (OIC/SIC)	Cluster Head	ASDS

- B. Elementary school managed by a School Principal or Head Teacher but **without** a Master Teacher

RATEE	RATER	APPROVING AUTHORITY
Teachers	Designated Rater (Most Senior Teacher)	School Head (Principal or Head Teacher)
Designated Rater	School Head	Cluster Head
Designated Rater	School Head (Cluster Head)	ASDS
School Head (Principal or Head Teacher)	ASDS	SDS

- C. Elementary school managed by a School Principal or Head Teacher with a Master Teacher

RATEE	RATER	APPROVING AUTHORITY
Teachers	Master Teacher	School Head (Principal/Head Teacher)
School Head (Principal/Head Teacher)	ASDS	SDS

- D. Primary/Elementary school managed by a TIC/SIC

RATEE	RATER	APPROVING AUTHORITY
Teachers	TIC/SIC	Cluster Head
SIC	Cluster Head	ASDS
TIC	ASDS	SDS

RATEE-RATER-APPROVING AUTHORITY GUIDE FOR SECONDARY SCHOOLS

- A. Secondary school managed by a Head Teacher but with a Master Teacher

RATEE	RATER	APPROVING AUTHORITY
Teachers	Master Teacher	School Head (Head Teacher)
Master Teacher	School Head(Head Teacher)	ASDS
School Head(Head Teacher)	ASDS	SDS

- B. Secondary school managed by a Head Teacher but **without** a Master Teacher

RATEE	RATER	APPROVING AUTHORITY
Teachers	Designated Rater (Most Senior Teacher)	School Head (Head Teacher)
Designated Rater (Most Senior Teacher)	School Head (Head Teacher)	ASDS
School Head (Head Teacher)	ASDS	SDS

C. Secondary school managed by a Principal but **without** a Master Teacher or Head Teacher

RATEE	RATER	APPROVING AUTHORITY
Teachers	Designated Rater (Most Senior Teacher)	Principal
Designated Rater (Most Senior Teacher)	Principal	ASDS
Principal	ASDS	SDS

D. Secondary school managed by a Principal with a Department Head (Head Teacher) and Master Teacher under that department

RATEE	RATER	APPROVING AUTHORITY
Teachers	Head Teacher	Principal
Head Teacher	Principal	ASDS
Master Teacher*	Principal	ASDS
Principal	ASDS	SDS

(*) The performance of the Master Teacher shall be calibrated by his/her department head but the rater is still the School Principal.

E. Secondary school managed by a Principal with a Head Teacher and a Master Teacher but not departmentalized

RATEE	RATER	APPROVING AUTHORITY
Teacher	Head Teacher or Master Teacher	Principal
Head Teacher	Principal	ASDS
Master Teacher	Principal	ASDS
Principal	ASDS	SDS

F. Secondary school managed by a Principal with a Master Teacher only

RATEE	RATER	APPROVING AUTHORITY
Teacher	Master Teacher	Principal
Master Teacher	Principal	ASDS
Principal	ASDS	SDS

G. Secondary school managed by a Principal with a Head Teacher only

RATEE	RATER	APPROVING AUTHORITY
Teacher	Head Teacher	Principal
Head Teacher	Principal	ASDS
Principal	ASDS	SDS

For Non-Teaching Personnel

RATEE	RATER	APPROVING AUTHORITY
Personnel	School Head	AO V (Division Office)



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banlica, Roxas City

CALIBRATION SHEET

2016-2017 OFFICE PERFORMANCE REVIEW AND COMMITMENT FORM (OPCRF)

(Elementary and Secondary School Head)

Name of School Head: _____
Name of School: _____
School Address: _____

Position: _____
District: _____
Rating Period: **SY 2016-2017**



KRA	OBJECTIVE	SELF RATING	DOCUMENTS/EVIDENCES PRESENTED	FINDINGS AND OBSERVATIONS	REMARK/SUGGESTION/ RECOMMENDATION
KRA 1	1				
	2				
	3				
KRA 2	1				
	2				
	3				

KRA 3	1					
	2					
	3					
KRA 4	1					
	2					
	3					

KRA 5	1					
	2					
	3					

CALIBRATED BY:

Signature over printed name of the Calibration Official

Signature over printed name of the Calibration Official

CONFORME:

Signature over Printed Name of the School Head

Date of Calibration: _____

Place/Venue of the Calibration: _____