



Republic of the Philippines  
Department of Education  
Schools Division of Capiz  
Banica, Roxas City

FEB 03 2023

**DIVISION MEMORANDUM**  
No. 056 s. 2023

**CONDUCT OF MID-YEAR OPCRf REVIEW FOR SCHOOL HEADS**

TO: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads, and TICs  
All Others Concerned

1. Pursuant to DepEd Order No. 02, s. 2015, otherwise known as Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS), this Office will conduct the SY 2022-2023 Mid-Year Office Performance Review for the school heads on February 13 – 17, 2023.
2. The objectives of the activity are as follows:
  - a. to determine the progress of the school heads in achieving their objectives
  - b. to provide appropriate coaching, feedback and suggestions for appropriate intervention, if necessary; and
  - c. to gather information for possible policy recommendation.
3. School heads should prepare the MOVs prior to the agreed schedule to facilitate the review process.
4. The Public Schools District Supervisors (PSDSs) will conduct the OPCRf Review of the school heads under their districts.
5. A Performance Monitoring and Coaching Form (see attached) shall be accomplished during the review. This shall be submitted by the PSDSs to the Division Performance Management Team (PMT) for analysis, determination of needs and policy recommendation.
6. Immediate dissemination and compliance with this memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated



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**PERFORMANCE MONITORING AND COACHING FORM**

<b>DATE</b>	<b>CRITICAL INCIDENT DESCRIPTION</b>	<b>OUTPUT</b>	<b>IMPACT ON JOB/ACTION PLAN</b>	<b>SIGNATURE (RATER / RATEE)</b>



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