



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE DAGUPAN CITY:

DepEd SDO Dagupan City
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Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM

No. 162, s. 2024

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public and Private School Heads
 All Others Concerned

FROM: *[Signature]*
DR. ROWENA C. BANZON, CESO V
 Schools Division Superintendent *[Signature]*

DATE: April 15, 2024

SUBJECT: **VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS**

1. Pursuant to the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586)** which was released by this Office last March 27, 2024, all concerned Officials and Heads of Offices/Functional Offices/Schools in the Schools Division Office (SDOs) and Schools are invited to attend the **Virtual Orientation on April 19, May 2 and May 3, 2024** with 3 batches respectively, to wit:

Participants Per Batch	Schedule	Time
Batch 2: Regional Offices and SDO	May 2, 2024	8:00 AM - 12:00 NN
Batch 3: Schools	May 3, 2024	

2. This activity aims to:

- a. Discuss in detail the Interim Guidelines on Office Performance Planning and Assessment for FY 2024 onwards and the salient features and parts of the new OPCR Form.



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
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REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division
Superintendent**

- b. Discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets.
 - c. Provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPRC Form for FY 2024 onwards.
3. Pre-activity registration of online participants is requested at the link/QR code below.
<https://forms.office.com/r/D6Ewit4pJ0>

The online meeting link shall be provided only upon pre-registration. Reference materials shall be provided upon completion of both the pre-registration form and post-activity evaluation form.

4. For more information on this activity, please contact Ms. Lizette Anne L. Carpio or Ms. Ma. Mystica P. Esparas-Yu Oh, DepEd BHROD-HRDD RPMS focal through 8470-6630 or bhrod.hrdd@deped.gov.ph
5. Immediate and wide dissemination of this memorandum is desired.



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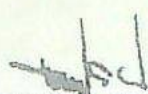
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0586

TO : Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Assistant Regional Directors
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Chiefs of Functional Divisions
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM : 
WILFREDO E. CABRAL
 Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS (DM-OUHROD-2024-0586)

DATE : 08 April 2024

Pursuant to the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586)** which was released by this Office last **March 27, 2024** (Wednesday), all concerned Officials and Heads of Offices/Functional Offices/Schools in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and Schools are invited to attend the **Virtual Orientation on April 19, May 2 and 3, 2024** with three (3) batches, respectively, to wit:

Participants Per Batch	Schedule	Time
Batch 1: Central Office	April 19, 2024 (Friday)	8:00 AM to 12:00 NN
Batch 2: Regional Offices and School Division Offices	May 2, 2024 (Thursday)	
Batch 3: Schools	May 3, 2024 (Friday)	



This activity aims to:

- a. discuss in detail the *Interim Guidelines on Office Performance Planning and Assessment for FY 2024 Onwards* and the salient features and parts of the new OPCR Form;
- b. discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets; and
- c. provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPCR Form for FY 2024 onwards.

The indicative program of activities is attached in **Annex A**.

Pre-activity registration of online participants is requested at the link/QR code below. The online meeting link shall be provided only upon pre-registration.

<https://forms.office.com/r/D6Ewit4pJ0>



Reference materials shall be provided upon completion of both the pre-registration form and post-activity evaluation form.

For more information on this activity, please contact **Ms. Lizette Anne L. Carpio** or **Ms. Ma. Mystica P. Esparas-Yu Oh**, DepEd BHROD-HRDD RPMS focal through 8470-6630 or bhrod.hrdd@deped.gov.ph.

For dissemination and compliance.

Annex A

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 AM to 8:30 AM	<p><i>Opening Program</i></p> <ul style="list-style-type: none"> • Opening Prayer • Welcome Remarks • Acknowledgement of the Participants • Context Setting and Objectives • Expectation Setting 	HRDD Facilitator
8:31 AM to 9:30 AM	<p>Session 1: Presentation of the Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards and Revised OPCR Form</p> <ul style="list-style-type: none"> • Rationale • DepEd Organizational Goals and Outcomes • Legal Bases • Salient Features and Parts of the OPCR 	Undersecretary Wilfredo E. Cabral <i>(Resource Person)</i>
9:31 AM to 9:40 AM	<i>Health Break</i>	
9:41 AM to 11:00 AM	<p>Continuation of the presentation on the newly prescribed OPCR Template</p> <ul style="list-style-type: none"> • Office Performance Management Flowchart • Step-by-step guide in Accomplishing the OPCR following the RPMS Cycle • Ratee-Rater Approving Matrix 	
11:01 AM to 11:11 AM	<i>Health Break</i>	
11:12 AM to 11:45 AM	Open Forum	
11:46 AM to 12:00 NN	<p><i>Closing Program</i></p> <ul style="list-style-type: none"> • Activity Evaluation • Closing Remarks • Photo Opportunity 	HRDD Facilitator

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