



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools
 Division Superintendent**

DIVISION MEMORANDUM

MLA-2021-OSDS- 149

TO : **JOHN ARIEL A. LAGURA PhD**
BEATRIZ C. LUGA PhD
BEATRIZ E. INCOG PhD
AQUILINO T. MILAR JR. PhD
AIMEE T. AMISOTOSO PhD
FILOMENA C. TANGGAAN PhD
NENITA J. INCOG PhD
JANET T. BUTALID PhD
ESTHER L. CAGAS PhD
MICHELLE T. SAGARAL MM
MARIFE C. RALLOS
MARICEL A. GALAN
LADY MAY P. KARAAN
BERNADITO TAGUISA

FROM : **JOSEPH IRWIN A. LAGURA PhD**
 Schools Division Superintendent

SUBJECT : **DESIGNATION OF MEMBERS OF EVALUATION COMMITTEE
 ON OFFICE PERFORMANCE MANAGEMENT REVIEW AND
 SECRETARIAT**

DATE : October 11, 2021

- You are hereby designated as Members of the Evaluation Committee on Office Performance Management Review for the school year 2020-2021. In this connection, you are to evaluate the OPCRf of School Heads on October 25, 2021 from 8:00 a.m. to 5:00 p.m. at Tagbilaran City Central Elementary School Library.
- The following are the areas for evaluation with the corresponding evaluators, to wit:

| KRA | Objectives | Evaluator |
|---|--|--------------|
| 1. Leading Strategically | 1.1 Implement school plans | Dr. Luga |
| | 1.2 Implement policies in school to ensure operation | |
| | 1.3 Institutionalize effective monitoring and evaluation of school processes and tools | Dr. Cagas |
| 2. Managing School Operations and Resources | 2.1 Record Management (Check School Forms regularly) | Dr. B. Incog |



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| | | |
|--------------------------------------|---|-----------------|
| | 2.2 School facilities and equipment Procedure/Acquire school equipment/tool | Mrs. Rallos |
| | 2.3 Financial Management Receive downloaded funds monthly | Mrs. Sagaral |
| 3. focusing on Teaching and Learning | 3.1 Conduct graded class observation | Dr. J.A. Lagura |
| | 3.2 Monitor learner achievements and other performance indicators | |
| | 3.3 Review/contextualize/implement learning standards | Dr. Amistoso |
| 4. Developing self and others | 4.1 Upgrade and share personal and professional competencies aligned to PPSSH | Dr. Tanggaan |
| | 4.2 Implement professional development initiative | |
| | 4.3 Integrate general welfare of human resource | Dr. Milar |
| 5. Building Connections | 5.1 Disseminate clear and updated information to the learners, teachers, parents, guardians and stakeholders in the community using different platforms | Dr. N. Incog |
| | 5.2 Establish a strong network with community stakeholders | |
| | 5.3 Manage effectively diverse relationships within and outside the school premises | Dr. Butalid |

3. The above-cited personnel who are not assigned as evaluators are members of the Secretariat.

4. For information, guidance and compliance of all concerned.

JIAL/CPC/ADMIN/atm



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