



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-2022-OSDS- 1165

TO : **JOHN ARIEL A. LAGURA PhD**
FILOMENA C. TANGGAAN PhD
BEATRIZ E. INCOG EdD
AIMEE T. AMISTOSO PhD
NENITA J. INCOG PhD
JANET T. BUTALID PhD
ESTHER L. CAGAS PhD
ROSENE D. OLAIVAR PhD
MICHELLE T. SAGARAL CPA MM
MARIFE C. RALLOS
MARICEL A. GALAN
LADY MAY P. KARAAN
BERNARDITO 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 : September 5, 2022

1. You are hereby designated as Members of the Evaluation Committee on Office Performance Management Review for the School Year 2021-2022. In this connection, you are to evaluate the OPCRf of School Heads on September 21, 2022 from 8:00AM to 5:00PM at Tagbilaran City Central Elementary School Library.



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

2. The following are the areas for evaluation with the corresponding evaluators, to wit:

KRA	Objectives	Evaluators
1. Leading Strategically	1.1 Implement school plans	Dr. Tanggaan
	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
	2.2 School facilities and equipment Procedure/Acquire school equipment/tool	Mrs. Rallos
	2.3 Financial Management Received downloaded funds monthly	
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. Olaivar
	4.2 Implement professional development initiative	
	4.3 Integrate general welfare of human resource	
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 assigned as evaluators are members of the Secretariat.
4. Expenses relative to the conduct of the activity are chargeable against Division MOOE subject for the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.