



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-2023- 181

TO : **JOHN ARIEL A. LAGURA PhD**  
**MAURINE C. CASTAÑO**  
**AQUILINO T. MILAR JR. PhD**  
**FILOMENA C. TANGGAAN PhD**  
**BEATRIZ E. INCOG EdD**  
**NENITA J. INCOG PhD**  
**JANET T. BUTALID PhD**  
**ESTHER L. CAGAS PhD**  
**ROSENE D. OLAIVAR PhD**  
**CHERRY MICHELLE F. COLLYER PhD**  
**MA. ANTONETTE P. DUGANG**  
**MICHELLE T. SAGARAL CPA MM**  
**MARIFE C. RALLOS**

FROM : **WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

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

DATE : November 9, 2023

1. You are hereby designated as Members of the Evaluation Committee on Office Performance Management Review for the School Year 2022-2023. In this connection, you are to evaluate the OPCR of School Heads anytime on November 14 -16, 2023 at the Division Conference Room. Final results (by Domain) shall be submitted not later than November 20, 2023 at the office of the Assistant Schools Division Superintendent for consolidation.
2. The following are the areas for evaluation with the corresponding evaluators, to wit:

<b>KRA</b>	<b>Objectives</b>	<b>Evaluators</b>
1. Leading Strategically	1.1 Implement school plans	Ms. Castaño
	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	Mrs. Sagara
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	Dr. Collyer
	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	Dr. Olaivar
	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	Dr. Tubal
	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.