



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
AUG 03 2021

RECORDS SECTION

DIVISION MEMORANDUM
No. 202, s. 2021

2 August 2021

ADDENDUM TO DIVISION MEMORANDUM NO. 192, S. 2021
“SCHOOL HEADS’ OPCRF EVALUATION FOR SY 2020 – 2021”

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The SDO_Nueva Ecija announces the new schedule of the School Heads’ OPCRF evaluation which will start on August 10, 2021 onwards. The schedule of the different districts is contained in Enclosure No. 1.
2. This will be done in a contactless manner between the rater and the ratee. In case of clarifications, the rater will be communicating with the ratee thru call or text message.
3. School Heads will be required to submit their OPCRF and its supporting documents as means of verification to the school where the evaluation will be conducted. Public Schools District Supervisors are requested to choose a school in their district where there is low incidence rate of COVID-19 and with enough rooms and ventilation as venue of the activity.
4. No school head will be allowed to come in the venue during the evaluation.
5. The MOVs should be organized by Key Result Area (KRA) and properly tagged. Only those enumerated in Enclosure No. 2 should be included in the portfolio to avoid big bulk of documents that are unnecessary. It should also undergo disinfection before the date of evaluation.
6. These MOVs will be placed in different rooms by KRA so that assigned evaluators will only stay in one (1) room and limit contact with other evaluators.
7. Strict compliance with health protocols will be observed during the conduct of the activity.
8. All other information contained in the previously issued memorandum are still in effect.
9. For information, guidance and compliance.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 2, s. 2015, DepEd Order No. 24, s. 2020, and RM No. 33, s. 2021

To be included in the Perpetual Index

under the following subjects:

OPCRF SCHOOL HEADS



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**SCHEDULE OF OPCRF EVALUATION BY DISTRICT
SY 2020 - 2021**

DATE	DISTRICT
AUGUST 10, 2021 - Tuesday	SDO-ALIAGA ANNEX SDO-PEÑARANDA ANNEX
AUGUST 11, 2021 - Wednesday	SDO-CUYAPO EAST ANNEX SDO-CUYAPO WEST ANNEX SDO-PALAYAN CITY ANNEX
AUGUST 12, 2021 - Thursday	SDO-GUIMBA EAST ANNEX SDO-GUIMBA WEST ANNEX SDO-SAN ISIDRO ANNEX
AUGUST 16, 2021 - Monday	SDO-NAMPICUAN ANNEX SANTA ROSA SOUTH ANNEX
AUGUST 17, 2021 - Tuesday	SDO-QUEZON ANNEX SDO-GABALDON ANNEX
AUGUST 18, 2021 - Wednesday	SDO-STO. DOMINGO ANNEX SDO-LAUR ANNEX
AUGUST 19, 2021 - Thursday	SDO-TALAVERA NORTH ANNEX SDO-TALAVERA SOUTH ANNEX SDO-GEN. NATIVIDAD ANNEX
AUGUST 23, 2021 - Monday	SDO-ZARAGOZA ANNEX
AUGUST 24, 2021 - Tuesday	SDO-CARRANGLAN ANNEX
AUGUST 25, 2021 - Wednesday	SDO-LLANERA ANNEX
SEPTEMBER 1, 2021 - Wednesday	SDO-LUPAO ANNEX SDO-SAN ANTONIO ANNEX
SEPTEMBER 2, 2021 - Thursday	SDO-PANTABANGAN ANNEX SDO-CABIAO ANNEX
SEPTEMBER 6, 2021 - Monday	SDO-RIZAL ANNEX SANTA ROSA NORTH ANNEX
SEPTEMBER 7, 2021 - Tuesday	SDO-TALUGTUG ANNEX SDO-BONGABON ANNEX
SEPTEMBER 8, 2021 - Wednesday	SDO-SAN LEONARDO ANNEX SDO-LICAB ANNEX
SEPTEMBER 9, 2021 - Thursday	SDO-JAEN NORTH ANNEX
SEPTEMBER 14, 2021 - Tuesday	SDO-JAEN SOUTH ANNEX
SEPTEMBER 15, 2021 - Wednesday	SDO-GEN. TINIO ANNEX

EVIDENCE REQUIREMENTS BY KEY RESULT AREA

KEY RESULT AREA	OBJECTIVES	MEANS OF VERIFICATION
<p>1. Instructional Leadership</p>	<p>1. Improved teachers' instructional competence by conducting various IS activities in the form of: a.) actual classroom observations b.) monitoring of HTs', MTs' and TICs' conduct of IS c.) checking of DLL/LPs, activity plans, assessment plans, home visitation forms, etc., and d.) provision of Technical Assistance (mentoring, coaching, etc.)</p> <p>2. ensured the full implementation of the articulated basic education curriculum including its contextualization, indigenization, and innovation by producing _____ learning materials in the different learning areas/curricular/special programs in the K to 12</p> <p>3. Attained the division target on learning outcomes (MPS) of 34% for Elementary, 52% for JHS and 19% for SHS in all learning areas</p>	<p>-Annual/Monthly Instructional Supervisory and TA plans and reports -Performance Monitoring and Coaching forms -Approved class and teachers' programs -Quarterly Reports on Observations conducted using COT -Accomplishment Report to be submitted to CID/Monitoring EPS</p> <p>-Certification of the use of the IM signed by the school head -Inventory/List of IMs (modules, video lessons, etc.) per learning area</p> <p>-Reports on test results submitted to the SGOD's School Management Monitoring and Evaluation Section -Item Analysis Report on most and least learned mastered competencies -Certification from District ICT Coordinator on date of compliance to reports</p>

	<p>4. Improved learning outcomes by creating a research culture through:</p> <ol style="list-style-type: none"> a. sending of teachers to cluster, division and/or regional level research seminar/s b. forming of a research committee and assigning a research coordinator c. conduct of school-level seminar-workshop on research d. preparation and submission of _____ action research/es by Master Teachers e. conduct researches on local heroes and culture (folktales, music, dance, art, food, etc.) <p>5. Attained 100% compliance on the implementation of Senior High School Program through:</p> <ol style="list-style-type: none"> a. Implementation of curriculum b. Career Exits c. Curricular and co-curricular programs d. Career Guidance Program e. Immersion Program f. Physical Facilities g. Financial management (MOOE) <p>6. Achieved 100% compliance on the implementation of the following:</p> <ol style="list-style-type: none"> a. division-initiated programs (CID Programs) b. other special programs <ul style="list-style-type: none"> -Special Science Special program for Journalism Special program for Foreign Language Special Program for the Arts Special Program for Sports IP Education (IPED) Special Education 	<ul style="list-style-type: none"> - Accomplishment Report -Designation of members of Research Committee members -Certificate of participation in Research seminars -Approval Sheets -Copy of action researched -Certification of Implementation <p>Approved class and teachers program, IS and TA plan and reports of Principal/Asst.Principal, SHS Focal Person, Subject Group Heads (MTs) Accomplishment Reports (PPAs) Tracer Study on Graduates Reports on Immersion Inventory of Properties, MOOE Liquidation Reports</p> <p>Report on the Special Program</p> <ol style="list-style-type: none"> a. Work plan b. Beneficiaries c. Accomplishment Report d. Impact Evaluation Report
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	<p>7. enriched the curriculum by making it relevant and liberating through:</p> <p>a. integration of:</p> <ul style="list-style-type: none"> - drug education - gender and development and adolescent reproductive health (sex education, teenage pregnancy) -DRRM -environment and climate change -fostering critical thinking and appreciation of local history, culture, and arts (community folk tales, songs, arts, and others) 	<p>-Accomplishment/Activity Completion/Progress Report Lesson Plan/logs on integration of relevant and current issues in lessons</p>
<p>2. Learning Environment</p>	<p>1. provided healthy, safe, child-friendly, gender sensitive and motivating environment for learners by implementing 100% of the programs, projects and activities enumerated in the following plans:</p> <ul style="list-style-type: none"> a. School Child Protection Plan (SCPP) b. Gender and Development Plan (GAD) e. School Disaster Risk Reduction Management Plant (SDRRM) f. Oplan kalusugan OK sa DepEd <p>2. ensured a child-friendly environment by scoring 35 points or higher in the Child-Friendly School System</p> <p>3. implemented the Creative School Program by ensuring the development of the following:</p> <ul style="list-style-type: none"> a. Love of self 1. EsP and Guidance PPAs 	<p>Approved plans:</p> <ul style="list-style-type: none"> a. SCPP b. GAP c. SDRRM d. OK sa DepEd <p>Accomplishment Report</p> <p>Child-Friendly School Report</p> <ul style="list-style-type: none"> a. CFSS Tool b. Accomplishment Report per goal c. Validation Report and Certification on score obtained <p>Accomplishment Reports</p>

	<p>2. Youth Formation 3. Counseling Sessions 4. Teaching and checking students; hygiene</p> <p>b. Love of God 1. Masses and bible studies 2. Retreat/Recollections 3. Others spiritual formation activities</p> <p>c. Love of Nature 1. YES-O</p> <p>d. Love of Family 1. Family Day</p> <p>e. Critical Thinking 1. Use of community as laboratory for learning 2. outreach activities</p> <p>4. ensured a safe school learning environment by evaluating and inspecting the school plant, physical facilities, safety and sufficiency with the assistance of a specialist annually</p>	<p>Certification of the specialist on the evaluation and assessment of school plant and facilities NSBI Report Site Development Plan</p>
<p>3. Parents involvement and Community Partnership</p>	<p>1. Improved parents' attendance, participation and involvement in meetings and activities to 85%</p> <p>2. enhanced stakeholders' involvement in school improvement by designing and implementing five projects to address school needs Sample Projects Brigada Eskwela Feeding Program Stakeholders' Night Family Day Medical and Dental</p> <p>3. strengthened stakeholders' involvement and community partnership by recognizing</p>	<p>Narrative report on parents' meetings and activities List of PTA officers Minutes of the Meeting Attendance Sheets Summary of parents' attendance</p> <p>Adopt-a-School Reports Accomplishment Reports Financial Reports</p> <p>List of stakeholders to be recognized Attendance sheet</p>

	their accomplishment contributions annually	Certificate of recognition
4. Human Resource Management and Development	<p>1. enhanced the level of competence of all school personnel through the implementation of the 100% of programs, projects, and activities enumerated in the School Human Resource Development Plan</p> <p>2. energized and boosted the morale of teachers and school personnel by implementing employee welfare and rewards systems:</p> <p>a. awards and recognition for personnel</p> <p>b. assistance in the upgrading and reclassification of positions (ERF)</p> <p>c. assistance for promotion</p> <p>d. implementation of Employee's Welfare Program in the SHRDP</p> <p>e. awards and incentives for personnel</p> <p>f. updating of PSIPOP</p> <p>3. developed and applied Leadership by:</p> <p>a. Participating in programs and trainings on values-based leadership</p> <p>b. Transformational leadership</p> <p>c. Reflections on books on leadership read</p> <p>d. Published articles on leadership</p>	<p>-Approved School HR Development Plan (SHRDP)</p> <p>-Approved Annual School Learning Action Cell (LAC) Plan</p> <p>-Summary of Result of Teachers' Self-Assessment and Development Plant</p> <p>-Mid-year and end of year performance review summary report</p> <p>-Approved School Human Resource Development Plant (SHRDP)</p> <p>-School memorandum on PRAISE and other employee welfare programs</p> <p>-Receiving copy of the endorsement on upgrading and reclassification of positions to the SDO</p> <p>-Accomplishment and summary report on employees awarded through PRAISE and other recognition programs</p> <p>School Memorandum</p> <p>Certificate of Participation</p> <p>Accomplishment Report</p> <p>Reflection Note Book</p> <p>Published articles on leadership</p>
5. School Leadership, Management and Operations	<p>For Implementing Units</p> <p>1. liquidated 98-100% of MOOE budget accurately and on time</p>	<p>For implementing units:</p> <p>-documents prepared by ADAS</p> <p>For Non-implementing units:</p> <p>-documents prepared and submitted by school heads</p>

	<p>4. attained 100% completion of the encoding of learners' profile in the LIS and school data in the EBEIS during the beginning of the school year (BOSY and end of school year (EOSY)</p> <p>1. led in crafting in the School Improvement Plan (SIP) and Work and Financial Plan (WFP) and the implementation of the Continuous improvement projects (CIP)</p> <p>3. Improved School-Based Management level through:</p> <p>a. improved access to education (enrollment and flexible learning options)</p> <p>b. improved efficiency indicators (drop-out rate, cohort-survival rate, completion rate)</p> <p>c. Organized SBM team</p> <p>d. Updated SBM documentation</p>	<p>Screenshot of LIS and EBEIS LIS Reports EBEIS Reports</p> <p>-Approved School Improvement Plan (Medium Term Strategic Plan), Work and financial plan, and BELCP</p> <p>-improved SBM level of Practice -documentation on improved SBM level of practice -report on efficiency indicators on drop-out rate, cohort survival rate, completion rate -accomplishment/activity completion report on early registration/child mapping activities</p>
<p>Plus Factor</p>	<p>1. acted as resource speaker, trainer, facilitator in seminars, trainings, conferences, and other related activities at least within the division level</p> <p>2. organized and managed at least 1 training/seminar at the district level to improve teachers; competence</p> <p>3. received award/recognition of citation at within the division level least</p> <p>4. generated resources for school improvement and</p>	<p>Certificate of Recognition Copy of Memorandum/Proof of Invitation Training Matrix/Program Picture and Hard Copy of presentation</p> <p>Approval Sheet from SGOD HRD training design Training matrix/program Accomplishment report Certificate of recognition as organizer of the training</p> <p>Certificate of Recognition Any proof of award (plaque, medal, trophy)</p> <p>ASP Reports DOD and DOA Financial Reports Summary of generated resources</p>

	<p>operations amounting to</p> <hr/> <p>Mega School 500k and up Large School 300k-499k Medium School 200k-299k Small School 100k-199k</p>	
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