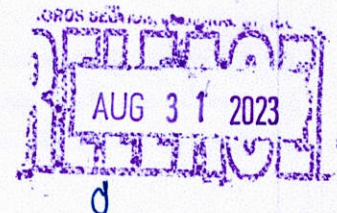




Republic of the Philippines
Department of Education
CARAGA REGION



August 31, 2023

REGIONAL MEMORANDUM

No. 0804, s. 2023

To: ASST. REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

**CONSULTATION AND FINALIZATION OF THE 2023 RECALIBRATED
OFFICE PERFORMANCE COMMITMENT REVIEW FORM
(OPCRF) OF THE SCHOOLS DIVISION OFFICES**

1. The Department of Education Caraga Region through the Policy, Planning and Research Division (PPRD) shall hold a Consultation and Finalization of the 2023 Recalibrated Office Performance Commitment Review Form (OPCRF) of the Schools Division Offices on September 11, 2023 at DepEd Caraga Regional Office, RNEAP (Gold Hall). Participants are expected to arrive at 7:00 AM for breakfast.
2. The expected participants are: Regional Director, Assist. Regional Director, Schools Division Superintendents/ Assist. Schools Division Superintendents, Division Planning Officers/ OPCRF Division Focal Persons, Performance Management Team Members (PMT), and the Policy, Planning and Research Division (PPRD) personnel.
3. This activity aims to:
 - 3.1 present the crafted unified recalibrated 2023 OPCRF of the 12 Schools Division Offices by the assigned SDOs.
 - 3.2 discuss/ brainstorm the Quality, Efficiency and Timeliness (QET) rubrics of each output indicator/s per objective in each Key Result Areas of the Office Functions Version 3 with full consideration of the MATATAG 4-Point Agenda by the SDOs and the PMT Members.
 - 3.3 submit/generate the finalized unified recalibrated 2023 OPCRF of the SDOs.
4. The participants shall be served with breakfast, AM and PM snacks, and lunch. TA shall be submitted to the Program Management Team upon arrival.



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2023-08-12603

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 3

5. Expenses incurred during this activity such as meals and training venue shall be charged against the regional MOOE Funds while traveling and per diem of participants are charged to their local funds subject to the usual auditing rules and regulations.
6. Please find the attached program matrix for reference.
7. For your immediate attention and appropriate action.

MARIA INES C. ASUNCION
Director IV 
Officer-In-Charge
Office of the Regional Director

Encl/s.: Program Matrix
Reference/s: DO 02, s. 2015
To be indicated in the Perpetual Index
under the following subjects:

CONSULTATION AND FINALIZATION OPCR SDOs

PPRD/jrme
10/30/2023



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 3

**CONSULTATION AND FINALIZATION OF THE 2023 RECALIBRATED OFFICE
PERFORMANCE COMMITMENT REVIEW FORM (OPCRF) OF THE SCHOOLS
DIVISION OFFICE**

September 11, 2023 @ RNEAP (Gold Hall)

PROGRAM MATRIX

Time	Program	Facilitator
7:00- 8:00 AM	Registration / Breakfast	
8:00- 8:10 AM	Prayer National Anthem	
8:11- 8:15 AM	Welcome Remarks	PEDRO T. ESCOBARTE JR, CESO V Asst. Regional Director
8:16- 8:20 AM	Statement of Purpose/ Acknowledgment of Participants	VIOLETA C. NUNEZ, PhD OIC- Chief, PPRD
8:21- 8:25 AM	Opening Message	MARIA INES C. ASUNCION OIC- Regional Director
8:26- 8:30 AM	BREAK	
8:31- 10:00 AM	Presentation and critiquing of QETs per Output Indicator per Objective per KRA	
10:11- 10:10 AM	BREAK	
10:11- 12:00 NN	Continuation of the Presentation and Critiquing of QETs per Output Indicator per Objective per KRA	
12:00- 1:00 PM	LUNCH BREAK	
1:00- 3:00 PM	Continuation of the Presentation and Critiquing of QETs per Output Indicator per Objective per KRA	
3:01- 3:10 PM	BREAK	
3:11- 4:30 PM	Continuation of the Presentation and Critiquing of QETs per Output Indicator per Objective per KRA	
4:31- 5:00 PM	Ways Forward and Closing Program	



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2023-08-12605

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	3 of 3