



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

April 11, 2024

DIVISION MEMORANDUM  
No. **220** s. 2024

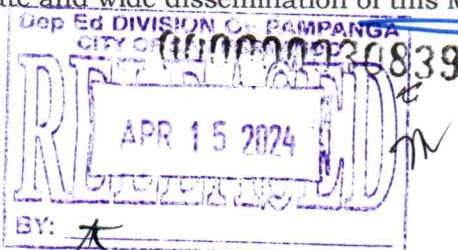
**VIRTUAL ORIENTATION ON THE INTERIM GUIDELINS FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS (DM-OUHROD-2024-0586)**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

1. Pursuant to the DM-OUHROD-2024-0586 released last March 27, 2024 re: Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards, the Central Office-Human Resource and Organizational Development will conduct a Virtual Orientation on the said matter scheduled as follows:

Participants Per Batch	Schedule	Time
Regional and Schools Division Offices	May 2, 2024	8:00 AM to 12:00 NN
Schools	May 3, 2024	

2. The activity aims to:
  - a. discuss in detail the Interim guidelines on Office Performance Planning and Assessment for FY 2024 Onwards and the salient features and parts of the new OPCR Form;
  - b. discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets; and
  - c. provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPCR Form for FY 2024 onwards.
3. Pre-activity registration of online participants is requested through this link: <https://forms.office.com/r/D6Ewit4pJ0> . The online meeting link shall be provided only upon pre-registration.
4. Attached is the DM-OUHROD-2024-0660 for reference and guidance.
5. Immediate and wide dissemination of this Memorandum is enjoined.



**ROMEO M. ALIP PhD, CESO V**  
Schools Division Superintendent



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-0660

TO : Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 Assistant Regional Directors  
 Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 Chiefs of Functional Divisions  
 Public Elementary and Secondary School Heads  
 All Others Concerned

FROM :   
**WILFREDO B. CABRAL**  
*Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

SUBJECT : **VIRTUAL ORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS (DM-OUHROD-2024-0586)**

DATE : 08 April 2024

Pursuant to the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards (DM-OUHROD-2024-0586)** which was released by this Office last **March 27, 2024** (Wednesday), all concerned Officials and Heads of Offices/Functional Offices/Schools in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and Schools are invited to attend the **Virtual Orientation** on **April 19, May 2 and 3, 2024** with three (3) batches, respectively, to wit:

Participants Per Batch	Schedule	Time
Batch 1: Central Office	April 19, 2024 (Friday)	8:00 AM to 12:00 NN
Batch 2: Regional Offices and School Division Offices	May 2, 2024 (Thursday)	
Batch 3: Schools	May 3, 2024 (Friday)	

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This activity aims to:

- a. discuss in detail the *Interim Guidelines on Office Performance Planning and Assessment for FY 2024 Onwards* and the salient features and parts of the new OPCR Form;
- b. discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets; and
- c. provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPCR Form for FY 2024 onwards.

The indicative program of activities is attached in **Annex A**.

Pre-activity registration of online participants is requested at the link/QR code below. The online meeting link shall be provided only upon pre-registration.

<https://forms.office.com/r/D6Ewit4pJ0>



Reference materials shall be provided upon completion of both the pre-registration form and post-activity evaluation form.

For more information on this activity, please contact **Ms. Lizette Anne L. Carpio** or **Ms. Ma. Mystica P. Esparas-Yu Oh**, DepEd BHROD-HRDD RPMS focal through 8470-6630 or [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For dissemination and compliance.

**Annex A**

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 AM to 8:30 AM	<p><i>Opening Program</i></p> <ul style="list-style-type: none"> <li>• Opening Prayer</li> <li>• Welcome Remarks</li> <li>• Acknowledgement of the Participants</li> <li>• Context Setting and Objectives</li> <li>• Expectation Setting</li> </ul>	HRDD Facilitator
8:31 AM to 9:30 AM	<p><b>Session 1:</b> Presentation of the Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards and Revised OPCR Form</p> <ul style="list-style-type: none"> <li>• Rationale</li> <li>• DepEd Organizational Goals and Outcomes</li> <li>• Legal Bases</li> <li>• Salient Features and Parts of the OPCR</li> </ul>	Undersecretary Wilfredo E. Cabral <i>(Resource Person)</i>
9:31 AM to 9:40 AM	<i>Health Break</i>	
9:41 AM to 11:00 AM	<p>Continuation of the presentation on the newly prescribed OPCR Template</p> <ul style="list-style-type: none"> <li>• Office Performance Management Flowchart</li> <li>• Step-by-step guide in Accomplishing the OPCR following the RPMS Cycle</li> <li>• Ratee-Rater Approving Matrix</li> </ul>	
11:01 AM to 11:11 AM	<i>Health Break</i>	
11:12 AM to 11:45 AM	Open Forum	
11:46 AM to 12:00 NN	<p><i>Closing Program</i></p> <ul style="list-style-type: none"> <li>• Activity Evaluation</li> <li>• Closing Remarks</li> <li>• Photo Opportunity</li> </ul>	HRDD Facilitator