



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

19 JUN 2025

DIVISION MEMORANDUM

No. **274** s. 2025

**CAPABILITY BUILDING FOR DEPED SECONDARY SCHOOL HEADS ON THE INTERIM
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM**

To: OIC – Assistant Schools Division Superintendent
OIC – Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary and Integrated Schools
All Others Concerned

1. This Office, through the Capiz Division Association of Secondary School Administrators (CADASSA), will conduct **Capability Building for DepEd Secondary School Heads on the Interim Office Performance Commitment and Review Form (OPCRF)** on July 11-12, 2025, from 8:30 am to 5:00 pm at the WAB Building, Capiz National High School.
2. This two – day capability building aims to:
 - a. review the OPCRf Legal Bases (Civil Service Commission Memorandum Circular (CSC MC) No. 6, s. 2012 (Strategic Performance Management System Guidelines; DepEd Order No.2, s. 2015 (DepEd Results – Based Performance Management System Guidelines); Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards, including the Revised OPCRf (DM-OUHROD-2024-0596 dated March 27, 2024; and Additional Guidelines on the Implementation of Performance Management and Evaluation System (PMES));
 - b. revisit school leadership and management principles to consciously align school community's programs and activities to Key Result Areas and DepEd Organizational Outcomes; and
 - c. master the quick links for what forms and where to download such forms for a comprehensive and well-prepared OPCR.
3. The participants in this two- day activity are the 54 Secondary School Heads in the Schools Division of Capiz.
4. The participants are required to download the CSC MC No. 2, s. 2012, DO No. 2, s. 2015, DM-OUHROD-2024-0596 dated March 27, 2024, and the Additional Guidelines



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

on the Implementation of PMES or bring hard copies and their own laptop and charger and extension cords.

5. Travel expenses relative to the conduct of this activity shall be chargeable against the school MOOE fund, subject to its availability and to the usual accounting and auditing rules and regulations.
6. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

PERFORMANCE

EVALUATION

BOL/OSDS/DMCapabilityBuildingforSecondarySchoolHeadsonInterimOPCRF/June 18, 2025