Office of the Schools Division Superintendent   October 28, 2024

DIVISION MEMORANDUM
No. 0 – 2 7 7 s, 2024

SUBMISSION OF PORTFOLIO OF MEANS OF VERIFICATION (MOVs) FOR THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS) OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) 2024

To: Assistant Schools Division Superintendent
       School Governance and Operations Division (SGOD)
       Public Schools District Supervisors and District In-charge (PSDSs/DICs)
       Public Elementary and Secondary School Heads
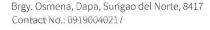   All concerned
       This Division

1. In adherence with the DepEd Order No. 2, series of 2015 titled *Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education* and in preparation for the Yearend Performance Evaluation between Schools Division Offices and Regional Office, this office hereby informs the functional divisions of the submission of Portfolio of Means of Verification (MOVs) for the Office of the Schools Division Superintendent Office Performance Commitment and Review Form (OPCRF) 2024 following the **Office Functions Version 3 revised March 12, 2024** (*see attachment Office Functions_v.3rev 12Mar24*).

2. The following officials shall lead responsibly the accomplishment and production of the expected outputs stipulated in the said Office Functions:

Key Results Areas (KRA)	Lead Person
KRA 1. Strategic Leadership and Management	
Objective 1	Reiner S. Oraliza, SEPS-PRU
Objective 2	Aquino D. Garcia, SEPS-SMME
KRA 2. Curriculum Implementation	
Objective 1	Gemna G. Pobe, DPA, CID Chief
Objective 2	Relyn D. Raza, PhD, EPS
Objective 3	Leah G. Mones, PSDS/LR Manager
KRA 3. Support to School Governance and Operations	
Objective 1	Aquino D. Garcia, SEPS-SMME
Objective 2	Harem L. Taruc, PhD, SGOD Chief
Objective 3	Ferosana D. Tesiorna, SEPS-HRD
KRA 4. SDO Management-Administrative	
Objective 1	Rochell Boncaros, HRMO
Objective 2	Malou S. Sinday, Records Officer
Objective 3	Albert Francis Golo, Supply Officer
Objective 4	Gemmar Espiel, BAC Secretariat

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KRA 4. SDO Management-Financial Management	
Objective 1	Louella G. Villegas, Budget Officer
	Maricris Sulapas, Accountant III
KRA 4. SDO Management-Legal Services	
Objective 1	Atty. Jeddah May C. Nangcas, Legal Officer
Objective 2	
Objective 3	
Objective 4	
Objective 5	
Objective 6	
Objective 7	
Objective 8	
KRA 4. SDO Management-ICT Systems Management	
Objective 1	John Eric A. Jabines, ITO
Objective 2	
Objective 3	
Objective 4	
Objective 5	
KRA 5. Partnership and Linkages	
Objective 1	Reggy C. Asupre, SEPS-SMN
Objective 2	
Objective 3	
Objective 4	
KRA 6. Office Administration and Performance Management *(This KRA shall be accomplished by the **Chiefs** and **Administrative Officer V** for Administration of the functional divisions)*	
Objective 1	Gemna Pobe, DPA, CID Chief Harem L. Taruc, PhD, SGOD Chief Miguela S. Ligutom, AO V
Objective 2	
Objective 3	
Objective 4	
Objective 5	

3. The lead persons shall prepare, accomplish, complete, and comply with the required outputs and shall follow the technical specifications, viz:

   a. All documents shall be produced in **legal size of paper (8.5x13)**, font size **11**, font style **Bookman Old English,** single spacing.

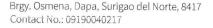   b. The portfolio shall have table of contents following the sample below:

TABLE OF CONTENTS			
KRA	**OBJECTIVE**	**OUTPUTS**	**PAGE**
KRA 1. Strategic Leadership and Management	Objective 1	DEDP	A

   c. Each output per objective shall have an **overlapped letter tabbing** corresponding the contents of the portfolio per KRA.

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    d. The documents shall be compiled ring bind and arranged in Item 2 of this memorandum.

4. To observe uniformity for the cover page per KRA, **Carlo Borris Oraliza**, PDO II, shall design the cover page in coordination with the Planning Office.

5. The portfolio of each KRA shall be submitted to the Planning Office through Reiner S. Oraliza, SEPS-PRU on or before **November 22, 2024**.

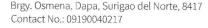6. For guidance and strict compliance of the concerned.

KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
RMPS   OPCRF   PERFORMANCE RATING   PORTFOLIO
SGOD/rsoraliza
10/28/24

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Name of Office/ Division: **Office of the Schools Division Superintendent**

Strand/Governance level: **Schools Division Office**

Statement of Purpose

The Schools Division Office (SDO) ensures the promotion of equity in access and continuously improves the quality of basic education in the schools division through leading in the development and implementation of the Division Education Development Plans (DEDP) consistent with the national and regional educational policies, plans and standards, building partnerships and networking with stakeholders of education, and effectively and efficiently managing the financial, human, and physical resources of the schools division

Outcomes	Outcomes Indicators
• Schools and learning centers implement the curriculum that is compliant to the quality standards for basic education	• Percentage of schools and learning centers that are compliant to the quality standards for basic education
• Schools and Learning Centers can ensure a child-friendly and healthy learning and working environment.	• Percentage of schools and Learning Centers that are child-friendly school system compliant
• Public and private schools and learning centers are recognized/recommended/given permit to operate	• Percentage of schools and learning centers evaluated and recommended for: 1) application of new schools; 2) separation of annexes and extension; 3) integration of schools; 4) permit to operate; and/or 5) recognition of private schools and senior high school curricular offerings.
• All interested parties are equitably and equally provided with administrative, financial, and legal services.	• SDO units, schools, learning centers, and other interested parties are provided with appropriate administrative, financial, and legal services • Percentage of legal advice and opinions considered in decision making and other legal actions • Updated Transparency Board/ transparency seal as provided in the division website
• Schools and learning centers efficiently utilized the funds provided by the national government, local government units, and other education stakeholders and/or development partners.	• Percentage of SDO units and schools which efficiently utilized funds provided by the national government, local government units and/or development partners.

Outcomes	Outcomes Indicators
	• Percentage of funds provided by the national government, local government units, and other education stakeholders and/or development partners utilized efficiently and judiciously • Reports on fund utilization submitted regularly.

Key Results Areas	Objectives	Outputs	Outputs Indicators
Strategic Leadership and Management	To translate the Regional Basic Education Plan (RBEP), and framework to an operational plan that is aligned to the context and situation of the SDO	• Division Education Development Plan (DEDP)	• Division Strategic Directions
	To establish a mechanism for effective implementation of PPAs in the SDO	• Implementing guidelines on the implementation of PPAs • Monitoring and evaluation tool on PAPs implementation	• SDO units adapting the established mechanism • Number of accomplished PAPs M & E tool
Curriculum Implementation	To ensure effective management and implementation of curriculum in the SDO in compliance to quality standards	• K to 12 Curriculum related programs, projects, and activities • Localized and contextualized curricula	• Number of curriculum related programs, projects, and activities implemented • Number of developed localized and contextualized curricula per learning area
		• Consolidated Results of M&E Analyses on curriculum implementation	• Number of monitored schools and learning centers implementing the Basic Education Curriculum in compliance with standards
		• TA Plan and Instructional Supervisory (IS) Plan based on M & E Results and Analysis	• Number of TA Plan and IS Plan based on M & E Results and Analysis
		• Accomplishment Report of Implemented TA Plan and IS Plan	• Number of Accomplishment Report of Implemented

Key Results Areas	Objectives	Outputs	Outputs Indicators
	To ensure effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes	based on M & E Results and Analysis • Consolidated report on assessment results per learning area	• TA Plan and IS Plan based on M&E Results and Analysis • Number of reports on assessment of learning outcomes submitted to the SDO
	To manage the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources	• Report on the developed and/or contextualized learning resources • Consolidated report on the utilization of learning resources	• Inventory of developed and/or contextualized learning resources • Number of schools and learning centers that can access and/or utilize learning resources
Support to school governance and operations	To establish a mechanism for monitoring implementation of PPAs in the SDO	• DMEA Report	• Number of approved DMEA Report
	To provide strategic directions on support for school management and operations	• Contextualized policies/guidelines on school management	• Number of contextualized policies/guidelines approved and issued
	To ensure the operationalization of the L&D Systems in the SDO.	• L&D Systems • Rewards and Recognition	• Number of approved training proposals based on LDNA reports • Number of implemented programs on rewards and incentives for service excellence
SDO Management • Administrative	To properly and promptly provide personnel action and compensation	• Personnel data information system • Duly signed payroll • Released salaries & benefits • Personnel e-data to cater all issues relative to salaries & benefits	• Number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified • Number of personnel who are regularly and promptly provided with compensation

Key Results Areas	Objectives	Outputs	Outputs Indicators
		• Records of Personnel Action	• Number of users of e-feedback facility in all offices • Number of approved appointments and deployments evaluated and recommended personnel actions • Number of vacant items that are filled-up
	To establish and maintain an updated, accurate, well-planned, and coordinated system for records management and general services	• Hard/Soft Copy of Records • Encoded data in a stand-alone computer junket to all systems • Functional Records Management System e.g., document tracking system	• Number of data and records available in soft and/or hard copy • Number of developed systems and applications for speedy access to information and database • Number of documents received are routed/released and or retrieved/updated within the day
		• Established records and filing system	• Data/Records/Information are readily available as reference at any given time. • Data Information systems conforms with the prescribed format and properly signed by authorized officials.
	To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd	• Updated inventory of supplies, materials and equipment received/delivered to the SDO, Schools and Learning Centers	• Updated Inventory of Division Assets • Number of schools and learning centers with updated inventory of supplies, materials, and equipment • Number of schools and learning centers provided with necessary supplies, materials & equipment

Key Results Areas	Objectives	Outputs	Outputs Indicators
	To ensure compliance to procurement laws/guidelines	• Project Procurement Management Plan (PPMP) • Bid/Request for Quotation (RFQ) • Notice of Award (NOA) • Contract • Notice to Proceed (NTP)	• Percentage of approved documents compliant with the specs • Number of transactions that are completely supported by the required procurement documents
• **Financial Management**	To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools	• Complete financial management records • Budgetary and Financial Reports • Financial Management Process Flow • Report on financial issues and concerns	• Number of PPAs implemented based on WFP • Percentage of obligated downloaded funds • Percentage of all obligated funds are disbursed on the required time • Mandatory deductions are remitted promptly • Percentage of addressed AOM by SDO and Implementing units • Percentage of statement of expenditures of SDO and Implementing units complied with in elementary period
		• Reports on Training/ Budget-Planning workshops conducted • Monitoring report on budget obligation based on GAA/NEP	• Number of schools provided with trainings and orientation on procurement and financial management practices/processes • Percentage of financial issues and concerns addressed • Submitted monitoring report on budget obligation based on GAA/NEP

Key Results Areas	Objectives	Outputs	Outputs Indicators
		• Guidelines on Fund utilization • Monitoring and Evaluation (M&E) Reports	• Number of schools and learning Centers that have liquidated cash Advances • Number of IUs and OUs with submitted financial reports are updated and validated • Number of schools monitored and evaluated • Monitoring report of SDO proper, Implementing, and Non-Implementing Units on fund utilization, disbursement, and liquidation in consonance with the auditing rules and regulations.
		• Payroll/Disbursement Vouchers	• Percentage of claims of payments of salaries, benefits, and reimbursements processed within the intended time
		• Financial Accountability Reports (FARs)	• Percentage of the schools received their mandated fund allocation in full • Percentage of national fund allotments are equitably distributed to schools and learning centers (not applicable to SDOs) • Percentage of required financial reports submitted on time or as required • Timely, complete, and accurate submission of Financial Reports

Key Results Areas	Objectives	Outputs	Outputs Indicators
		• Liquidation Reports of schools and Learning Centers	• Submitted financial reports • Number of the schools and learning centers submitted liquidation reports on the required schedule • Subsumed in Guidelines on Fund utilization
• **Legal Services**	To provide legal advice and opinion to the SDS, ASDS and other officials of the Division in relation to the performance of their functions	• Legal advice/opinions/ decisions	• Number of legal advice and legal opinions/ decisions rendered
	To evaluate complaints and conduct investigation on cases filed against non-teaching personnel	• Memorandum of Agreements (MOAs) reviewed	• Number of MOAs/MOVs reviewed
		• Report on complaints acted upon	• Percentage of complaints acted upon
		• Report on investigations conducted	• Recommendations of the Fact-Finding Committee are considered by the Disciplining Authority
	To draft actions/ endorsements on complaints and letters for signature of the SDS in accordance with the provisions of the law and DepEd rules and regulations	• Endorsements and draft action plan.	• Number of endorsements made vis-à-vis number of complaints received.
	To interpret laws and rules affecting the implementation of various Division programs	• Draft interpretation of laws and rules	• Percentage of documents interpreted vis-à-vis number of endorsements/referrals received.
	To prepare and review contracts, Memorandum of Agreements (MOA) and instruments to which the Division or any of its offices and schools is a party and interprets the provisions therein.	• Memorandum of Agreement • Reviewed Legal Instruments	• Number of MOAs and legal instruments reviewed within the target date vs. incoming requests

Key Results Areas	Objectives	Outputs	Outputs Indicators
	To conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO).	• Investigation Reports/ Indorsements	• Number of investigations conducted versus number of complaints delegated
	To represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	• Pleadings, legal briefs	• Number of Legal representation/appearances before appropriate tribunals
	To continuously improve the services of the Legal unit	• Electronic Certification of No pending administrative case	• Number of E- Certifications validated and issued/ released online within the required time
• ICT Systems Management	To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations	•	
		• M&E Reports	• Approved Maintenance and Monitoring Plan
		• Functional ICT System	
		• Maintenance Monitoring Plan	• Number of regular maintenance check of the ICT systems and infra in the SDO and in schools
	To manage and implement the ICT programs and projects in the Division to ensure data validity and effective utilization of the systems	• Approved (Localized) ICT Plan	• Number of schools and learning centers that implemented the ICT Plan
			• No. of ICT plans and narrative reports signed
		• Report on IT Account management	• Number of accounts administered and/or managed
	To provide technical support in the management of Learning Resource Management System (LRMS)	• Report on the utilization of /access to learning resources and the LRMS	• Number of reports submitted
	To coordinate with Central Office and other ICT Units across levels regarding the implementation of	• Report on all ICT related activities	• Number of submitted ICT related reports on time
			• Accomplished request for technical/ repair assistance form

Key Results Areas	Objectives	Outputs	Outputs Indicators
	national ICT and ICT-related programs		
Partnership and Linkages	To identify resource needs and potential local and international donors	• Signed MOA/MOU • List of resource needs with the profile of potential local and international donors	• Number of identified local and international donors of education-related program/project
	To craft localized policies and standards for partnership building	• Regional Memoranda • Localized policies and standards prescribed for partnership building such as Regional Orders, Memoranda, Advisories	• Number of localized policies and standards prescribed and adapted • Number of signed MOAS/MOUs
	To create opportunities for partnership in relevant areas	• Signed MOAs/MOUs	• Number of stakeholders' convergence/partnership engagements conducted • Number of Local/International partnerships established
		• Support/Assistance received with applicable support documents (e.g. contracts, pledges, etc.,)	
	To establish effective M&E for partnership sustainability	• Progress report • M & E Tool for sustained partnership • Organized information system	• Number of standard tools for effective M&E and sustained partnerships
Office Administration and Performance Management	To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	• Operations Manual and/or Citizen Charter • Document Tracking System	• Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter • Operational document tracking system

Key Results Areas	Objectives	Outputs	Outputs Indicators
	To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level	• Administrative and Financial Reports • SDO Calendar and Targets	• Number of pertinent forms and documents accomplished and submitted on time (e.g. WFP, PPMP, APP) • Harmonized SDO Calendar with harmonized targets
	To promote a culture of excellence, innovation, and collaboration	• List of employees given rewards and recognition • Citizen/Client Satisfaction Survey (CCSS) Results and Analysis • Report on Actions taken relative to the CCSS results (if there's any)	• Number of recognition initiatives conducted • CCSS rating received • Number of satisfied clients/ customers based on feedback received
	To manage the timely and accurate release of information, and communication materials	• IEC Materials/FAQs	• Number of developed IEC materials
	To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	• IPCRF/OPCRF Accomplishments • Capacitated staff • Training Completion/Terminal Reports • Reports on performance coaching	• Percentage of achievement of IPCRF/OPCRF • Number of personnel who attended learning and development programs • Number of performance coaching activity conducted • Number of Performance review conducted