

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



02 Jan 2025

**DIVISION MEMORANDUM**

No. 004, s. 2025

**RECONCILIATION OF INTERIM GUIDELINES FOR THE OFFICE  
PERFORMANCE PLANNING AND ASSESSMENT FOR F.Y. 2024 ONWARDS  
WITH PERFORMANCE REVIEW OF SCHOOL HEADS FOR SCHOOL YEAR 2024-  
2025**

**TO:** OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Section Heads and Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned


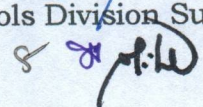
1. In reference to the DepEd Order No. 2, s. 2015 “GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IN THE DEPARTMENT OF EDUCATION”, and DM-OUHROD-2024-0586 “INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR F.Y. 2024 ONWARDS” the SDO Lucena City will conduct **“RECONCILIATION OF INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR F.Y. 2024 ONWARDS WITH PERFORMANCE REVIEW OF SCHOOL HEADS FOR SCHOOL YEAR 2024-2025”** on January 9-10, 2025, at 2<sup>nd</sup> Floor LCTECC Building from 8:30 a.m. to 5:00 p.m.

DATE	ACTIVITY	PERSONS INVOLVED
Day 1 January 9, 2025 Thursday 8:30 a.m. – 5:00 p.m.	Discussion of Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 onwards	Performance Management Team (PMT) and School Heads
Day 2 January 10, 2025 Friday 8:30 a.m. – 5:00 p.m.	Performance Review of School Heads (Elementary and Secondary)  Submission of: <ul style="list-style-type: none"><li>• Office Performance Commitment and Review</li></ul>	Performance Management Team (PMT) and School Heads



	<p>Form (OPCRF Part I-IV) 2 copies with pre-planning</p> <ul style="list-style-type: none"><li>• Office Performance Mid-Year Review Form (OPMRF Part I-III) 2 copies with partial rating</li><li>• Office Performance Calibration Form (OPCF) – 2 copies if applicable</li></ul> <p>Templates and Guidelines: <a href="https://tinyurl.com/OPMRFtemplate">https://tinyurl.com/OPMRFtemplate</a> <u>S</u></p>	
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2. The activity aims to reconcile the Interim Guidelines for the Office Performance Planning and Assessment for F.Y. 2024 onwards of all Public Elementary and Secondary Schools through the Office Performance Review Form for SY 2024-2025 with partial/complete actual results and initial ratings, supported by their means of verification (MOVs). In addition, participants are advised to bring snacks.
3. For further queries and clarifications, you may contact Division PMT thru Marck Andro E. Bernabe, Planning Officer III (0917-143-4071) and Glenna M. Habito, PMT Secretariat (042-4214161 local 247).
4. Immediate dissemination of this Memorandum is desired.

  
**SUSAN D.L. ORIBIANA**  
Schools Division Superintendent  


Encl: DM-OUHROD-2024-0586 Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards

OSDS/PER	/	GMH	/	DM - RECONCILIATION OF INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR F.Y. 2024 ONWARDS WITH PERFORMANCE REVIEW OF SCHOOL HEADS FOR SCHOOL YEAR 2024-2025
001	/	01/02/2025		



## MATRIX OF ACTIVITY

**TITLE OF ACTIVITY:** Reconciliation of Interim Guidelines for the Office  
Performance Planning and Assessment for F.Y. 2024  
Onwards with Performance Review of School Heads for  
School Year 2024-2025

**DATE OF ACTIVITY:** **January 9, 2025**

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:30 a.m. – 8:45 a.m.	Registration	<b>Cherrlyn Pentes</b> Administrative Officer II
8:45 a.m. – 9:00 a.m.	Opening Prayer	<b>AVP</b>
	Checking of Attendance and Introduction of PMT Committee	<b>Glenna M. Habito</b> Administrative Officer II
	Opening Remarks	<b>Marck Andro E. Bernabe</b> Planning Officer III
9:00 a.m. – 9:30 a.m.	Message	<b>Susan DL. Oribiana</b> Schools Division Superintendent
9:30 a.m. – 12:00 noon	Discussion of Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 onwards	<b>Edenia O. Libranda</b> Chief Education Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent
12:00 noon – 1:00 p.m.	<b>Lunch Break</b>	
1:00 p.m. – 4:40 p.m.	Continuation of Discussion of Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 onwards	
4:40 p.m. – 5:00 p.m.	Closing Remarks	<b>Benjie C. Rivera</b> Administrative Officer V

**GLENN M. HABITO**

*Master of Ceremony*



## MATRIX OF ACTIVITY

**TITLE OF ACTIVITY:** Reconciliation of Interim Guidelines for the Office  
Performance Planning and Assessment for F.Y. 2024  
Onwards with Performance Review of School Heads for  
School Year 2024-2025

**DATE OF ACTIVITY:** **January 10, 2025**

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:30 a.m. – 8:45 a.m.	Registration	<b>Annilyn P. Lopez</b> Administrative Officer II
8:45 a.m. – 9:00 a.m.	Opening Prayer  Checking of Attendance and Introduction of PMT Committee	<b>AVP</b>  <b>Glenna M. Habito</b> Administrative Officer II
9:30 a.m. – 12:00 noon	Performance Review for SY 2024-2025	
12: 00 noon – 1:00 p.m.	<b>Lunch Break</b>	
1:00 p.m. – 4:40 p.m.	Performance Review for SY 2024-2025	
4:40 p.m. – 5:00 p.m.	Closing Remarks	<b>Benjie C. Rivera</b> Administrative Officer V

**GLENN A. HABITO**

*Master of Ceremony*



### LIST OF PARTICIPANTS

**TITLE OF ACTIVITY:** Reconciliation of Interim Guidelines for the Office  
Performance Planning and Assessment for F.Y. 2024  
Onwards with Performance Review of School Heads for  
School Year 2024-2025

**DATE OF ACTIVITY:** January 9-10, 2025

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Susan DL. Oribiana	F	SDS	OSDS
2	Edenia O. Libranda	F	OIC - ASDS	OSDS
3	Benjie C. Rivera	M	Administrative Officer V	OSDS
4	Josephine T. Natividad	F	Chief - CID	CID
5	Epifania F. Caradang	F	Chief - SGOD	SGOD
6	Marck Andro E. Bernabe	M	Planning Officer III	SGOD
7	Rhea A. Gallano-Mojica	F	Accountant III	OSDS
8	Rochelle P. Tolentino	F	Administrative Officer IV	OSDS
9	Ferlinda M. Briones	F	School Principal II/PESPA Representative	Dalahican Elementary School
10	Rodolfo Arroyo Sena Jr.	M	School Principal III/NAPSSHI Representative	Lucena City National High School
11	Amor M. Alcantara	F	Master Teacher I/Representative from the Division Teacher Association	Lucena West I Elementary School
12	Joey L. Jader	M	Education Program Supervisor	CID
13	Ana Karmela S. Amante-Vergara	F	Attorney III	OSDS
14	Chinita A. Tolentino	F	Public Schools District Supervisor	CID
15	Karina R. Bautista	F	Education Program Supervisor	SGOD
16	Rey Mark R. Queaño	M	Public Schools District Supervisor	CID
17	Lea L. Garcia	F	Administrative Aide VI	SGOD
18	Glenna M. Habito	F	Administrative Officer II	OSDS
19	Karen Jane P. Montero	F	Education Program Specialist II	SGOD
20	Annilyn P. Lopez	F	Administrative Officer II/West District PMT Secretariat	Lucena West III Elementary School
21	Helga Y. Martinez	F	Administrative Officer II/East District PMT Secretariat	Lucena East VIII Elementary School



22	Cherrylyn A. Pentes	F	Administrative Officer II/North District PMT Secretariat	Kanlurang Mayao Elementary School
23	Evangeline H. Paciente	F	Administrative Officer II/South District PMT Secretariat	Lucena South II Elementary School
24	Adrian La Rosa	M	Utility	OSDS
25	Lory Revilla	F	Utility	OSDS
26	Catherine Marie P. Barba	F	School Principal I	Camp Nakar Elementary School
27	Josephine L. Ocampo	F	School Principal II	Domoit Elementary School
28	Carlos V. Villaester	M	School Principal I	Elvira Razon Aranilla Elementary School
29	Audones B. Dueñas	M	School Principal II	Gulang-gulang Elementary School
30	Maria Leah P. Comia	F	School Principal I	Hermana Fausta Elementary School
31	Evelyn P. Lacerna	F	Head Teacher III	Ilayang Dupay Elementary School
32	Hazel T. Abanto	F	School Principal II	Kanlurang Mayao Elementary School
33	Ma. Concepcion D. Bobadilla	F	School Principal I	Lucena North I Elementary School
34	Ian Carlos M. Vizconde	M	School Principal I	Lucena North II Elementary School
35	Ronnalyn P. Ibarrola	F	School Principal I	Lucena North III Elementary School
36	Allan L. Jumpalad	M	School Principal I	Reymar Compound Elementary School
37	Dennis E. Ibarrola	M	School Principal II	San Lorenzo Elementary School
38	Pearl L. Tuzon	F	School Principal I	Silangang Mayao Elementary School
39	Maria Corazon A. Rubio	F	School Principal II	Zaballero Subd. Elementary School
40	Rosa Linda D. Garcia	F	School Principal II	Lucena East II Elementary School
41	Paulina P. Labitigan	F	School Principal II	Lucena East III Elementary School
42	Benilda M. Pujanes	F	School Principal I	Lucena East IV Elementary School
43	Cherry Alva P. Espedido	F	Head Teacher III	Lucena East IX Elementary School



44	Lorelie A. Jasul	F	School Principal I	Lucena East I Elementary School
45	Xandra Leah S. Dames	F	School Principal I	Lucena East VI Elementary School
46	Shirley G. De Torres	F	School Principal II	Lucena East VII Elementary School
47	Lilian B. Paderes	F	Head Teacher III	Lucena East VII Elementary School - Annex
48	Maria Cristina V. De Torres	F	School Principal II	Lucena East VIII Elementary School
49	Jose Virgel Lopez Adriano	M	School Principal II	Ibabang Iyam Elementary School
50	Joseph V. Mendiola	M	School Principal I	Ibabang Talim Elementary School
51	Cynthia R. Gimenez	F	School Principal I	Ilayang Talim Elementary School
52	Editha B. Huelva	F	School Principal III	Isabang Elementary School
53	Jennifer M. Oestar	F	Head Teacher III	Isabang Elementary School-Bocohan Annex
54	Rowena J. Adormeo	F	School Principal II	Lucena West I Elementary School
55	Yvette M. Preclaro	F	School Principal II	Lucena West II Elementary School
56	Josephine E. Permalino	F	School Principal II	Lucena West III Elementary School
57	Enelyn H. Bayani	F	School Principal I	Lucena West IV Elementary School
58	Ferdinand P. Macatugob	M	School Principal I	Ransohan Integrated School
59	Lowell B. Busa	M	School Principal I	Salinas Elementary School
60	Gloria S. Bobadilla	F	School Principal I	Barra Elementary School
61	Ronnie J. Cada	M	School Principal I	Bliss Elementary School
62	Ferlinda M. Briones	F	School Principal II	Dalahican Elementary School
63	Feliciano B. Salandanan	M	School Principal I	Dalahican Elementary School Annex
64	Marilyn A. Merto	F	School Principal III	Lucena South I Elementary School
65	Jefferson R. Alojado	M	School Principal I	Lucena South II Elementary School
66	Leilani P. Tan	F	School Principal I	Mayao Castillo Elementary School
67	Maria Irene M. Flores	F	School Principal II	Mayao Crossing Elementary School



68	Loida L. Tabernilla	F	School Principal I	Mayao Parada Elementary School
69	Enrique A. Cuario	M	School Principal I	Talao-Talao Elementary School
70	Rolito M. Inojosa	M	School Principal IV	Gulang-Gulang National High School
71	Ritchelda D. Abadilla	F	School Principal I	Ibabang Talim Integrated High School
72	Abel D. Otico	M	Head Teacher I	Napoleon Ravanzo National High School
73	Pelagia R. Regio	F	Assistant School Principal II	Gulang-Gulang National High School - Domoit Ext.
74	Maria Dreza R. Simbahan	F	Head Teacher III	Lucena Dalahican National High School - Barra Annex
75	Rey G. Aleman	M	School Principal II	Lucena Dalahican National High School
76	Rodolfo A. Sena Jr.	M	School Principal III	Lucena City National High School
77	Fermela V. Calvario	F	Head Teacher IV	Lucena City National High School - Ilayang Dupay Ext.
78	Rey Mark R. Queaño	M	PSDS	Lucena City National High School - Mayao Crossing Ext.
79	Sherin D. Bustamante	F	Teacher III	Mayao Parada Agricultural Integrated High School
80	Arlene L. Mendoza	F	Head Teacher III	Lucena City National High School - Mayao Castillo Annex
81	Belen M. Andal	F	Senior Education Program Specialist	Lucena City National High School - Silangang Mayao Annex
82	Anicia J. Villaruel	F	Education Program Supervisor	Don Victor Ville National High School
83	Junet Andrea M. Lavarro	F	Assistant School Principal II	Cotta National High School
84	Maximino M. Garcia Jr.	M	School Principal I	Lucena East V Elementary School