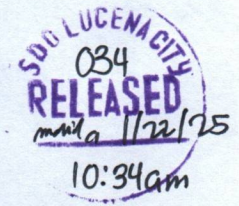




**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**SCHOOLS DIVISION OF LUCENA CITY**



15 Jan 2025

**DIVISION MEMORANDUM**

No. 022, s. 2025

**PRESENTATION OF THE SCHOOL HEADS' OPCRF THRU THE  
 RECONCILIATION OF THE INTERIM GUIDELINES FOR THE OFFICE  
 PERFORMANCE PLANNING AND ASSESSMENT FOR F.Y. 2024 ONWARDS**

**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 Division Memorandum No. 004, s. 2025 entitled “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”, the presentation of the crafted Office Performance Commitment and Review Form (OPCRF) will be conducted on January 30<sup>th</sup>, 2025, at 2<sup>nd</sup> Floor LCTECC Building from 8:30 a.m. to 5:00 p.m.

DATE	ACTIVITY	PERSONS INVOLVED
January 30, 2025 Tuesday 8:30 a.m. – 2:30 p.m.	Presentation of the crafted OPCRF with the technical assistance of the Performance Management Team (PMT)	Performance Management Team (PMT) and selected School Heads

2. This activity aims to give technical assistance to the school heads that will present their crafted OPCRF following the DM-OUHROD-2024-0586 Interim Guidelines for the Office Performance Planning and Assessment for F.Y. 2024.
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 DL. ORIBIANA**  
Schools Division Superintendent  


OSDS/PER / GMH /  
001 / 01/02/2025

DM - PRESENTATION OF THE SCHOOL HEADS' OPCR THRU THE RECONCILIATION OF  
THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND  
ASSESSMENT FOR F.Y. 2024 ONWARDS



## MATRIX OF ACTIVITY

**TITLE OF ACTIVITY:** PRESENTATION OF THE SCHOOL HEADS' OPCRF THRU THE RECONCILIATION OF THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR F.Y. 2024 ONWARDS

**DATE OF ACTIVITY:** **January 28, 2025**

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:30 a.m. – 8:45 a.m.	Registration	<b>Cinderella G. Magtibay</b> Administrative Aide VI
8:45 a.m. – 9:00 a.m.	Opening Prayer	<b>AVP</b>
9:00 a.m. – 9:30 a.m.	Checking of Attendance and Introduction of PMT Committee	<b>Glenna M. Habito</b> Administrative Officer IV
	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	Presentation of the School Heads' OPCRF and provision of technical assistance	
12: 00 noon – 1:00 p.m.	<b>Lunch Break</b>	
1:00 p.m. – 4:40 p.m.	Presentation of the School Heads' OPCRF and provision of technical assistance	
4:40 p.m. – 5:00 p.m.	Closing Remarks	<b>Benjie C. Rivera</b> Administrative Officer V

**Mary Eden A. Malacad**

*Master of Ceremony*



### LIST OF PARTICIPANTS

**TITLE OF ACTIVITY:** PRESENTATION OF THE SCHOOL HEADS' OPCRF THRU THE RECONCILIATION OF THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR F.Y. 2024 ONWARDS

**DATE OF ACTIVITY:** January 28, 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	Glenna M. Habito	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	Karen Jane P. Montero	F	Education Program Specialist II	SGOD
18	Mary Eden A. Malacad	F	Administrative Assistant I	OSDS
19	Cinderella G. Magtibay	F	Administrative Aide VI	OSDS
20	Kale Nue Fundano	F	Administrative Aide VI	CID
21	Donna L. Malasarte	F	Project Development Officer I	SGOD
22	Pascual C. La Rosa Jr.	M	Senior Education Program Specialist	SGOD



23	Mary Cleire D. Miguel	F	Senior Education Program Specialist	SGOD
24	Sorina P. Gloria	F	Public Schools District Supervisor	CID
25	Erwin R. Abrencillo	M	Education Program Supervisor	CID
26	Leonora Malabonga	F	Education Program Supervisor	CID
27	Myla K. Mendiola	F	Education Program Supervisor	CID
28	Ronald V. Mendiola	M	Public Schools District Supervisor	CID
29	Dexter M. Valle	M	Education Program Supervisor	CID
30	Carlos V. Villaester	M	School Principal I	Elvira Razon Aranilla Elementary School
31	Lorelie A. Jasul	F	School Principal I	Lucena East I Elementary School
32	Jennifer M. Oestar	F	Head Teacher III	Isabang Elementary School-Bocohan Annex
33	Marilyn A. Merto	F	School Principal III	Lucena South I Elementary School
34	Maria Dreza R. Simbahan	F	Head Teacher III	Lucena Dalahican National High School - Barra Annex