



January 31, 2022

OFFICE MEMORANDUM
No. 09, S, 2022

2021 SDO-OPCRF SUBMISSION OF MOVs AND ACCOMPLISHMENT REPORTS

TO: Asst. Schools Division Superintendents,
Chiefs, CID and SGOD,
Education Program Supervisors,
Section Heads
All Others Concerned

1. In line with our continuing efforts for organizational effectiveness, efficiency, and improvement, as well as per directives from the Regional Office during our MANCOM on January 31, 2022, this Office issues the following guidelines and timelines for the urgent submission and finalization of the OPCRf with MOVs to wit:

TIMELINE	ACTIVITY	REPOSIBLE OFFICE/PERSON	EXPECTED OUTPUT/ REMARKS
February 2-8	<ul style="list-style-type: none">Gathering, validation, consolidation, and submission of MOVs in hard and soft copies RE:<ul style="list-style-type: none">2021 1st semester accomplishments2021 2nd semester accomplishmentsGathering, validation, consolidation, and submission in hard and soft copies RE:<ul style="list-style-type: none">2021 Organizational Outcomes 1st Semester2021 Organizational Outcomes 2nd Semester	<ul style="list-style-type: none">PMTASDS assigned in each Functional DivisionChief of each Functional DivisionFunctional Division internal M & E focal person	<p>Accomplished OPCRf from each Functional Division aligned with SDO-OPCRf and Organizational Outcomes (Form 003)</p> <p>NOTE:</p> <ul style="list-style-type: none">ASDSs and Chiefs should refer copies provided of the 2021 FINAL OPCRf with ratings.Submission of MOVs (hard and soft) must be segregated by 1st and 2nd semesters (1 folder each with label, table of contents, and arranged per assigned KRAs/ Objectives)For Organizational Outcomes MOVs, follow the same.For bulk MOVs, certification will be attached only stating the summarized



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



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	NOTE: The Planning Officer shall facilitate in the collection of these data and MOV folders through the SEPS M & E.		data/ accomplishments signed by Chief and ASDS.
February 9	<ul style="list-style-type: none">Submission of CESPES RIS (Rater Info Sheet) to the regional office	SDS ; ASDSs SDO OPCR/ CESPES Focal Person	Accomplished and submitted RIS
February 11	<ul style="list-style-type: none">Submission of SDS/ASDS OPCR/IPCR to the regionSubmission of accomplishment reports; MOVs by sem	SDS ASDS Division OPCR/CESPES Focal Person	Submitted OPCR and IPCR of the SDS and ASDS with MOVs by semester

2. Based on the timelines stated above, ASDSs, Chief of CID and SGOD, Section Heads, and all responsible persons indicated therein are directed to give these activities their utmost importance particularly the gathering of MOVs per assigned KRAs/Objectives, and deliverables. Since this is priority activities, all expenses incurred during the conduct of activities relative to the OPCR/CESPES, and gathering and validation of MOVs are chargeable against SDO MOOE/Other funds, subject to the usual accounting and auditing rules and regulations.

3. In order for the efficient facilitation of all the OPCR/CESPES activities, this Office is designating SEPS Amelia L. Cortidor, as Division OPCR/CESPES Focal Person. All concerns regarding this matter shall be managed and coordinated by her.

4. For the information, proper guidance, and compliance of all concerned.



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BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent