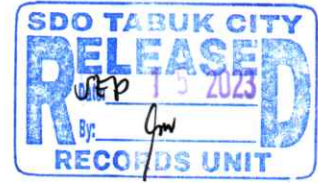




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office of Tabuk City



Office of the Schools Division Superintendent

September 14, 2023

Division Memorandum
No. 357 -2023

PAPERLESS SUBMISSION OF SCHOOL OPCRf MODE OF VERIFICATION DOCUMENTS FOR SY 2023-2024 TO SCHOOL GOVERNANCE OPERATIONS DIVISION AREAS

To: CID Chief
SGOD Chief
Public Schools District Supervisors
Public Secondary and Elementary School Heads
Others concerned

1. Relative to the the principle of work efficiency practiced in the Schools Division Office which are championed by various innovative e-projects, the office hereby extends the paperless service to schools by implementing online submission of SY 2023-2024 OPCR Mode of Verification (MOV) documents.
2. The paperless submission of MOVs aims to fulfill the Schools Division Office's mission to provide responsive services to the schools and learning centers considering work efficiency.
3. Schools and Learning centers without internet access are still encouraged to transmit required documents online with the technical assistance of SGOD personnel district in charge as an ICT learning and development opportunity.
4. Enclosed is the list of the links and email addresses with the dates of deadlines to serve as reference in the online paperless submission of indicated documents .
5. Should there be queries relative to this memorandum, please contact SGOD Education Program Supervisor Doddie Marie L. Duclan through the mobile number 09156185054 or email address doddiemarie.duclan@deped.gov.ph.
6. This memorandum is for information and compliance of all concerned.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 

Enc'l: as stated
[Sgod/dmd/vitalforce/memoonschoolOPCRfsub9.14-23](https://www.deped.gov.ph/dmd/vitalforce/memoonschoolOPCRfsub9.14-23)



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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Enclosure 1 to Division Memorandum No 357 2023

SCHOOL OPCR SY 2023-2024 MOVs SUBMISSION LINKS/ EMAIL FOR SGOD

KRA	Objectives	MOVs Required	Link/Email Address for Submission	Deadline			
Learning Environment	Implement learner protection policies that are developed collaboratively with stakeholders including parents, school personnel and the community	Identified accomplishment report attachments based on action plan: 1. School Memo on the composition of the Child Protection Committee (CPC) 2. Accomplishment Report on the Child Protection activities (examples: CP Committee orientation/CapB on duties and responsibilities, Learners' Rights workshop or orientation for learners) 3. Updated Contextualized Child Protection Policy 4. School Memo on the anti-bullying policy	https://bit.ly/YFD2324	May 31, 2024			
				Manage school safety or disaster preparedness, mitigation and resiliency to ensure continuous delivery of instruction	OKD Plan	https://tinyurl.com/okd2324	September 29, 2023
					OKD Accomplishment	https://tinyurl.com/okd2324	May 31, 2024
				Manage school safety or disaster preparedness, mitigation and resiliency to ensure continuous delivery of instruction	SDRRM Action Plan	https://tinyurl.com/TabukDRRMAActionPlan	September 29, 2023
		SDRRM Accomplishment Report	https://tinyurl.com/TabukDRRMAAccomplishment	May 31, 2024			
	Human Resource Management and Development	Implement a school rewards system to recognize and motivate school personnel for	R&R Plan		October 13, 2023		
R&R Accomplishment Report				June 21, 2024			



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga
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ent	exemplary performance				
	Implement the performance management system with a team to support the career advancement of school personnel, and to improve office performance	RPMS Cycle Compliance MOVs			
		Phase 1	https://bit.ly/RPMSsy2324	September 22, 2023	
		Phase 2	https://bit.ly/RPMSsy2324	January 31, 2024	
		Phase 3	https://bit.ly/RPMSsy2324	May 21, 2024	
		Phase 4	https://bit.ly/RPMSsy2324	June 20, 2024	
	Implement professional development initiatives to enhance strengths and address performance gaps	Learning and Development			
		L&D Plan	https://bit.ly/LandD2324	October 20, 2023	
		INSET Proposal	https://bit.ly/LandD2324	January 12, 2024	
		NSET Accomplishment Report	https://bit.ly/LandD2324	February 2, 2024	
		L&D Accomplishment Report	https://bit.ly/LandD2324	May 31, 2024	
School Leadership Management and Operations	Utilize available monitoring and evaluation processes and tools to promote learner achievement	SMEA Action Plan (duly noted by PSDS)		https://bit.ly/RPTSMEA2324	- Sept. 29, 2023
		SMEA Accomplishment Report (duly noted by PSDS)		https://bit.ly/RPTSMEA2324	See indicative date in OPCRF Rating Sheet
		<i>SBM Self-Assessment 2023-2024 (Additional School Document request for SGOD File)</i>		https://bit.ly/SBMSA2324	July 2024
Parents Involvement and Community Partnership	Manage school organizations by applying relevant policies and guidelines to support the attainment of institutional goals	PTA List of Officers, PTA, Recognition Certificate, and PTA Action Plan (Pls. scan all as 1 pdf file)		romeo.agagon@deped.gov.ph	October 3, 2023
		PTA Accomplishment Report and PTA Financial Report (Pls. scan all as 1 pdf file)		romeo.agagon@deped.gov.ph	May 5, 2024
(Plus factor)		BERF and non-BERF Proposal		planningandresearch.dotabuk@gmail.com	1 month after the Division Memo issuance

