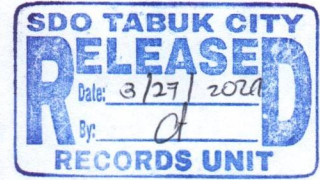




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

27 March 2024

DIVISION MEMORANDUM

No. 120 s. 2024

CORRIGENDUM AND ADDENDUM TO DM No. 357-2023 entitled "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 recalibration on the OPCRf of Schools due to the adjusted end of school year, the office hereby adjusts the online submission of SY 2023-2024 OPCRf Mode of Verification (MOV) documents on SGOD concerns.
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. All other provisions stated in the DM No. 357, s. 2023 not amended and corrected are still enforced.
6. 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.
7. This memorandum is for information and compliance of all concerned.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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



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

Office of the Schools Division Superintendent

Enc'l: as stated
 Sgd/dmd/vitalforce/memoonschoolOPCRFsub9.14-23

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

KRA	Objectives	MOVs Required	Link/Email Address for Submission	New Deadline of Submission
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://tinyurl.com/LRPO2324	June 7, 2024
		OKD Plan	https://tinyurl.com/okd2324	September 29, 2023
		OKD Accomplishment	https://tinyurl.com/okd2324	June 7, 2024
		Manage school safety or disaster preparedness, mitigation and resiliency to ensure continuous delivery of instruction	SDRRM Action Plan	https://tinyurl.com/TabukDRRMActionPlan
	Manage school safety or disaster preparedness, mitigation and resiliency to ensure continuous delivery of instruction	SDRRM Accomplishment Report	https://tinyurl.com/AccomDRRM	June 7, 2024
		Human Resource Management and Development	Implement a school rewards system to recognize and motivate school personnel for exemplary performance	R&R Plan
Human Resource Management and Development	Implement the performance management system with a team to support the career advancement of school personnel, and to improve office performance	R&R Accomplishment Report	https://bit.ly/HRMDSOPCRF2024	June 7, 2024
		RPMS Cycle Compliance MOVs		
		Phase 1	https://bit.ly/HRMDSOPCRF2024	September 22, 2023
		Phase 2	https://bit.ly/HRMDSOPCRF2024	January 31, 2024
		Phase 3	https://bit.ly/HRMDSOPCRF2024	June 7, 2024
	Phase 4	https://bit.ly/HRMDSOPCRF2024	June 7, 2024	



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



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

Office of the Schools Division Superintendent

	Implement professional development initiatives to enhance strengths and address performance gaps	Learning and Development		
		L&D Plan	https://bit.ly/HRMDSOPCRF2024	October 20, 2023
		INSET Proposal	https://bit.ly/HRMDSOPCRF2024	January 12, 2024
		NSET Accomplishment Report	https://bit.ly/HRMDSOPCRF2024	February 2, 2024
		L&D Accomplishment Report	https://bit.ly/HRMDSOPCRF2024	June 7, 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	Q3 - April 1-5, 2024 Q4 - May 20-28, 2024
		SBM Self-Assessment 2023-2024 (Additional School Document request for SGOD File)	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	1. Updated PTA Officer 2. PTA Certificate of Recognition 3. PTA Adjusted Action Plan 4. PTA Accomplishment Report 5. PTA Financial Statement (Pls. scan all as 1 pdf file)	https://tinyurl.com/2023-2024PTAInvolvement	June 7, 2024
(Plus factor)		BERF and non-BERF Proposal	planningandresearch.dotabuk@gmail.com	1 month after the Division Memo issuance



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