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BY: Kristine Keith Ambatang
SDO TABUK CITY
— RECORDS UNIT —
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Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City
Office of the Schools Division Superintendent

November 23, 2026

OFFICE MEMORANDUM
No. 45 Series 2026

PRESCRIBED POWERPOINT TEMPLATE FOR THE PRESENTATION OF FUNCTIONAL DIVISION OPCRFs

TO: Assistant Schools Division Superintendent
All Functional Division Chiefs
Performance Management Team (PMT) Members
All Concerned SDO Personnel

1. In reference to Division Memorandum No. 506, s. 2026, entitled *"Conduct of the SDO Personnel IPCRF and Division IPCRF and OPCRF Review and Evaluation,"* particularly the scheduled presentation and review of the Office Performance Commitment and Review Forms (OPCRFs) of the Functional Divisions on December 10, 2026, attached is the prescribed PowerPoint template to be used in the presentation.

2. All Functional Divisions are directed to use the prescribed template in presenting their respective OPCRFs to ensure uniformity, consistency, and systematic presentation of performance commitments and accomplishments.

3. The electronic copy of the PowerPoint template shall likewise be shared through the **Core Group Tabuk Chat (GC)** for easy access and dissemination.

4. All Division Chiefs are enjoined to ensure that their respective presentations are complete, accurate, evidence-based, and prepared in accordance with the prescribed format.

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

Digitally signed by CHRISTOPHER C. BENIGNO
Date: 2026.11.23 16:18:58+08'00'

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC-Schools Division Superintendent

ASDS/glb

SCHOOLS DIVISION OFFICE OF TABUK CITY

YEAR-END OPCRF

PERFORMANCE REVIEW AND ACCOMPLISHMENT REPORT

[NAME OF FUNCTIONAL DIVISION]

Calendar Year 2026

Presented by: [Name / Position]

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SUMMARY OF OPCRF RATINGS

FUNCTIONAL DIVISION: [INSERT NAME] | CY 2026

OVERALL OPCRF RATING	NO. OF KRAs	NO. OF OBJECTIVES	OBJECTIVES WITH COMPLETE MOVs
[ ]	[ ]	[ ]	[ ]

RATING SUMMARY BY KEY RESULT AREA

KRA	Key Result Area / Description	Weight (%)	Rating / Score	Remarks
KRA 1	[Insert KRA title]	[ ]%	[ ]	[Remarks]
KRA 2	[Insert KRA title]	[ ]%	[ ]	[Remarks]
KRA 3	[Insert KRA title]	[ ]%	[ ]	[Remarks]
KRA 4	[Insert KRA title]	[ ]%	[ ]	[Remarks]
KRA 5	[Insert KRA title]	[ ]%	[ ]	[Remarks]

Overall assessment / key observation: [Briefly summarize the division's strongest results, significant gaps, and priority improvement areas.]

Note: Enter ratings using the approved OPCRF rating scale and computation.

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KEY RESULT AREA 1:

Objective	[Insert approved OPCRF objective]
Performance Targets	1. [Quality] 2. [Efficiency] 3. [Timeliness]
Actual Accomplishment	1. [Quality] 2. [Efficiency] 3. [Timeliness]

Weight (%)	Quality	Efficiency	Timeliness	Average	Objective Score
[ ]%	[Score]	[Score]	[Score]	[QET/3]	[Average X Weight]

MOVs: See the separate MOV Evidence Gallery slide for thumbnails and clickable links to the complete supporting files.

Duplicate this slide for each objective. Use the separate MOV gallery to present supporting evidence.

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KEY RESULT AREA [#]:

OBJECTIVE [#]: [Insert objective title] — MOV EVIDENCE GALLERY

MOV 1 IMAGE / PDF PREVIEW
[MOV title]
Supports PI: [#]
[OPEN FULL MOV]

MOV 2 IMAGE / PDF PREVIEW
[MOV title]
Supports PI: [#]
[OPEN FULL MOV]

MOV 3 IMAGE / PDF PREVIEW
[MOV title]
Supports PI: [#]
[OPEN FULL MOV]

MOV 4 IMAGE / PDF PREVIEW
[MOV title]
Supports PI: [#]
[OPEN FULL MOV]

MOV 5 IMAGE / PDF PREVIEW
[MOV title]
Supports PI: [#]
[OPEN FULL MOV]

MOV 6 IMAGE / PDF PREVIEW
[MOV title]
Supports PI: [#]
[OPEN FULL MOV]

Insert actual evidence thumbnails and hyperlink each thumbnail or title to the complete MOV file.

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SCORING AND EVIDENCE CHECK

1. Performance Indicators (PIs): state the measurable indicator and unit of measure.
2. Target vs. Actual: show the approved target beside the verified year-end result.
3. Quality, Efficiency, Timeliness: enter the rating supported by the applicable OPCRF rating scale.
4. Objective Score: use the approved computation and weighting; do not assume a formula.
5. MOVs: map each image or document to the relevant PI and link it to the complete source file.
6. Validation: confirm that evidence is readable, relevant, dated, and sufficient to support the reported result.

Use the same format across all functional divisions to support consistent reporting and review.

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