



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

October 13, 2021

DIVISION MEMORANDUM

No. 420, s. 2021

**ENHANCEMENT WORKSHOP OF SCHOOL HEADS'
OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads
All Others Concerned**

1. The Schools Division of Aklan will hold an Enhancement Workshop of School Heads' Office Performance and Commitment Review Form (OPCRF) on November 4-5, 17-18, 2021 at Numancia Integrated School Conference Hall, Poblacion, Numancia, Aklan.
2. This workshop aims to:
 - a. review and enhance School Heads' OPCRf;
 - b. develop OPCRf using the Philippine Professional Standards for School Heads (PPSSH);
 - c. harmonize the OPCRf template of School Heads OPCRf; and
 - d. conduct consultation and validation of the proposed enhancement.
3. The following are the identified participants for this activity:
 - a. Schools Division Superintendent
 - b. OIC, Office of the Asst. Schools Division Superintendent
 - c. Two (2) Chief Education Supervisors
 - d. Two (2) Public Schools District Supervisors
 - e. One (1) Education Program Supervisor
 - f. Two (2) Head Teachers
 - g. Two (2) School Principals I
 - h. Two (2) School Principals II
 - i. Two (2) School Principals III
 - j. Two (2) School Principals IV
 - k. Two (2) Human Resource Development (HRD)
 - l. Two (2) Performance Management Team (PMT)
4. Expenses relative to the conduct of this activity shall be chargeable against local funds subject to the existing accounting and auditing rules and regulations.



5. Proper health and safety protocols shall be strictly observed during the conduct of the activity.
6. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: Workshop Matrix
To be indicated in the Perpetual Index
under the following subjects:

OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)
SCHOOL HEADS
STANDARDS
WORKSHOP

JBL/cdb

Enclosure No. 1 to the Division Memorandum No. 420, s. 2021

WORKSHOP MATRIX
November 4-5, 17-18, 2021

Time	November 4, 2021 Day 1	November 5, 2021 Day 2	November 17, 2021 Day 3	November 18, 2021 Day 4
8:00 – 9:00 am	Arrival/Registration	Writeshop/ Workshop 1	Management of Learning (MOL)	Management of Learning (MOL)
9:00 – 10:00 am	Opening Program		Workshop 2	Consultation and Validation
10:00 – 11:00 am	Philippine Professional Standards for School Heads	Presentation of Outputs	Critiquing	
11:00 – 12:00 pm	RPMS – OPCRF			
12:00 – 1:00 pm	Lunch Break			
1:00 – 3:00 pm	Writeshop	Critiquing	Critiquing/Planning	Synthesis 2
3:00 – 5:00 pm		Synthesis 1		Closing Program



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