



Republic of the Philippines  
Department of Education

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

16 Jan 2025

DIVISION MEMORANDUM  
OSDS No. **015** s. 2025

ADOPTION AND IMPLEMENTATION OF PHILIPPINE PROFESSIONAL STANDARDS  
FOR SCHOOL HEADS (PPSSH) ALIGNED OPCR IN THE DIVISION OF SOUTH  
COTABATO

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with DepEd Order (DO) No. 2, s. 2015 or the *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education* and DepEd Order (DO) No. 024, s. 2020 or the *National Adoption and Implementation of Philippines Professional Standards for School Heads (PPSSH)*, this division shall ensure that the schools diligently and consciously integrate the department's priorities and directions, while continuously giving support to school heads' continuing professional development and advancement through the adoption and integration of PPSSH in the Office Performance and Commitment and Review (OCPR).
2. Additionally, in compliance with DepEd Memorandum DM-OUHROD-2024-0586 titled "*Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards*", school heads shall utilize the **Office Performance Commitment and Review (OPCR) Form, Revised 2024**, as attached in Annex A of the said issuance. This shall be used throughout the RPMS cycle which covers the performance for one (1) whole year following a four-stage cycle.
3. In view of the foregoing issuances, the Division Performance Management Team (PMT) through its series of deliberations and consultative workshops with the School Heads and Public School District Supervisors, the following will be the approved School-based Management and PPSSH aligned Key Result Areas (KRA) and their corresponding assigned weight.

NO.	KRA	WEIGHT
PART IA: COMMITMENT TO ORGANIZATIONAL OUTCOMES (60%)		
1	Strategic Planning	10%
2	Resource Management	10%
3	Teaching and Learning	20%
4	People Management	10%
5	Partnership	10%



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NO.	KRA	WEIGHT
PART I-B: INNOVATING AND INTERVENING ACCOMPLISHMENTS (20%)		
PART I-C: ORGANIZATIONAL EFFECTIVENESS (15%)		
1	Financial Stewardship	10%
2	Process improvement	2.5%
3	Client Satisfaction	2.5

4. To set out clear expectations of school heads along with a well-defined career stage of professional development, the following will be the PPSH aligned career stages of school heads.

- 4.1. Career Stage 1: Teacher in-charge
- 4.2. Career Stage 2: Head Teacher
- 4.3. Career Stage 3: Principal 1 and Principal 2
- 4.4. Career Stage 4: Principal 3 and Principal 4

5. To officially initiate the implementation of PPSSH and the revised OPCR of school heads, there shall be a Performance Planning and Commitment Signing on the following dates and venue:

No.	Municipality	Date	Venue
1	Tantangan	January 24, 2025 a.m.	Viajera, Koronadal City
2	T'boli	January 24, 2025 p.m.	Koronadal City
3	Tupi	January 27, 2025 p.m.	Tupi NHS
4	Sto. Nino	January 28, 2025 a.m.	Mugs and Spoons, Koronadal City
5	Polomolok	January 28, 2025 p.m.	ESMA, Polomolok
6	Lake Sebu	January 29, 2025	Sa Balai Lake View Resort, Lake Sebu
7	Norala	January 30, 2025 a.m.	Cheq Resto, Koronadal City
8	Surallah	January 30, 2025 p.m.	Sa Balai Lake View Resort, Lake Sebu
9	Banga	January 31, 2025 a.m.	Blue Haven, Banga
10	Tampakan	January 31, 2025 p.m.	Koronadal City

6. Participants in this activity are the school heads, Public School District Supervisors, Principal in Charge (PIC), and Division Performance Management Team.

7. Compensatory Time Off (CTO) shall be granted to the participants in lieu of the activity falling either on holidays or weekends in accordance with CSC and DBM Joint Circular No. 2, s. 2004



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8. Lease of venue, food, and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and procedures.
9. For inquiries regarding this memorandum, you may contact the office of the Assistant Schools Division Superintendent of Administrative Services- Personnel Section.
10. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 2, s. 2015, DepEd Order No. 024, 000, s. 2020, DM-OUHROD-2024-0586

To be indicated in the Perpetual Index  
under the following subjects:

PERFORMANCE

ALA/DM- adoption and implementation of philippine professional standards for school heads (ppssh) aligned opcr in the division of south cotabato  
0000/January 16, 2025



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