



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



DIVISION MEMORANDUM

No. 124 s. 2016

**SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)
AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)**

TO : Public Schools District Supervisor
Elementary and Secondary School Heads
TIC/OICs

1. In line with the implementation of the Results-Based Performance Management System (RPMS), School Heads are advised to submit two (2) copies of Office Performance Commitment and Review Form (OPCRF) of school heads with supporting documents for validation and **summary of ratings only for Teaching and Non-Teaching Personnel** on April 22, 2016. Please refer to the attached template.
2. Submit the aforesaid documents to the office of Assistant Schools Division Superintendents.

Congressional District 1 & 2	OIC – ASDS NADINE C. CELINDRO
Congressional District 3	ASDS CELEDONIO B. BALDERAS JR.
Congressional District 4	OIC – ASDS GERLIE M. ILAGAN

3. Non-submission of the OPCRf and IPCRF to the abovementioned concerned offices shall be a ground for employee's disqualification for performance-based personnel incentives and/or intervention such as PBB, promotion, training, scholarship grants and others.
4. Immediate dissemination and compliance to this Memorandum is desired.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

DEPED QUEZON ICT
UPLOADED BY: Rachel
DATE: 4/20/16 **TIME:** 2:28 PM
REFERENCE NO: DM 124, s. 2016

Bawat bata kinakalinga!



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



SUMMARY OF RATING

School: _____ School ID: _____
District: _____

OPCRF Rating: _____
(Numerical) (Descriptive)

Compliant/s:

Name of Employees	Designation/Position	IPCRF Rating (Numerical)	IPCRF Rating (Descriptive)

Non-Compliant/s:

Name of Employees	Designation/Position	Reason

Certified true and correct:

School Head

Noted by:

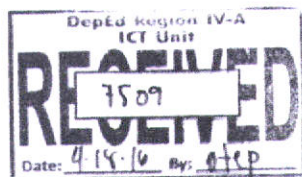
PSDS

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DEPARTMENT OF EDUCATION
OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
OM-GO-2016-GOA-079



TO: UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

*To: SDSs
for your appropriate
action, please.
Paula - Jol Rila?
[Signature]*

FROM: *[Signature]*
JESUS L.R. MATEO
Assistant Secretary

SUBJECT: Progress Monitoring of the Results-Based Performance Management System (RPMS) - Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF)

DATE: 06 April 2016

In the implementation of the Results-Based Performance Management System (RPMS), delivery units of the Department shall undertake progress tracking of the system to ensure timely submission and compliance to DepEd Order No. 2, s. 2015.

In this connection, at the beginning (Phase 1 - Planning and Commitment) and at the end (Phase 4 - Rewarding and Development Planning) of the performance cycle, delivery units shall submit file copies of the accomplished and duly signed RPMS forms (OPCRF and IPCRF) to the following concerned offices with specific functions:

DELIVERY UNIT	OPCRF		IPCRF	
	CONCERNED OFFICE	FUNCTION/ROLE	CONCERNED OFFICE	FUNCTION/ROLE
SCHOOL	Personnel Division (SDO)	Performance rating and 201 filing	School Office	Analysis & identification of development intervention
	Planning Division SDO-SGOD	School OPCRf analysis vis-à-vis WFP, SIP and SDO OPCRf	Personnel Division (SDO)	Performance rating and 201 filing
	School Effectiveness Division	Regional analysis of School OPCRf consolidated by the Regional Office		



DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-GO-2016-GOA-039

DELIVERY UNIT	OPCRF		IPCRF	
	CONCERNED OFFICE	FUNCTION/ROLE	CONCERNED OFFICE	FUNCTION/ROLE
SDO	Personnel Division (SDO)	Performance rating and 201 filing	Personnel Division (SDO)	Performance rating and 201 filing
	Planning Division SDO-SGOD	SDO OPCRF analysis vis-à-vis WFP and RO OPCRF cc: PPRD (RO)	HRD (SGOD)	Analysis, identification and packaging of individual developmental plan/interventions
			HRDD (Regional Office)	Technical Assistance on identified developmental interventions by SDO
RO	Personnel Division (RO)	Performance rating and 201 filing	Personnel Division (SDO)	Performance rating and 201 filing
	PPRD (RO)	RO OPCRF analysis vis-à-vis WFP and CO Strategic Priorities cc: Planning Service (CO)	HRDD (RO)	Analysis, identify and packaging individual developmental plan/interventions
CO	Personnel Division (CO)	Performance rating and 201 filing	Personnel Division	Performance rating and 201 filing
	Planning Service	Analysis vis-à-vis WFP and CO Strategic Priorities	HRDD (BHRDD)	Performance assessment and competency gaps and needs analysis
			NEAP	Identification, packaging and implementation of developmental interventions Professional Development assistance to RO HRDD

The Heads of Office and School Heads are primarily responsible for the performance management of his/her office/school and personnel with due diligence and compliance with the four (4) phases of the RPMS cycle. Moreover, the latter shall do analysis of individual performance results and development plans for both teaching and non-teaching personnel in the school.

HRDD-BHRDD/psito



DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY
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The Personnel Division at each level shall collect the OPCRf and IPCRF ratings which shall be attached to the individual personnel's 201 file, and primarily be recorded and validated in the granting of the Performance-Based Bonus (PBB), subject to the existing PBB guidelines.

The Planning Office (SGOD, PPRD and PPD) of each delivery unit shall also be furnished with a copy of the OPCRf and conduct an analysis to ensure that the office KRAs, objectives and performance indicators are aligned with the overall organizational outcomes vis-à-vis the allotted budget.

The Human Resource Development Division (HRDD) in CO and RO and Human Resource Development (HRD) section in SDO shall analyze the results of the performance and competency assessment to provide analytical data on skill/competency gaps, retention and development plans. On the other hand, NEAP shall be in-charge of designing and implementing development programs and interventions to address competency/skills gap identified.

For 2015, all accomplished RPMS forms with final rating (school-based and non school-based personnel) must be submitted to their respective Personnel Division and concerned office on or before **April 22, 2016**.

Non-submission of the OPCRf and IPCRF to the abovementioned concerned offices within the specific timelines shall be a ground for employee's disqualification for performance-based personnel incentives and/or intervention such as PBB, promotion, training, scholarship grants, etc. Likewise, any violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of OPCRf and IPCRF shall be dealt administratively as stipulated in DepED Order No. 2, s.2015.

For more queries and clarifications, please contact Mr. Earl Ryan Losito of the HRDD at telephone no. (02) 633-7237 or via email at bhrod.hrdd@deped.gov.ph.

For information and compliance.

HRDD-BHROD/losito