



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

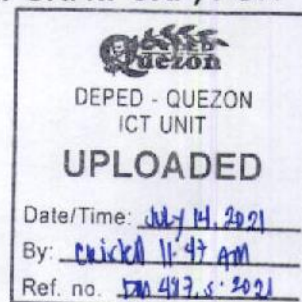
05 July 2021

DIVISION MEMORANDUM

DM No. 487, s. 2021

**CONDUCT OF YEAR END PERFORMANCE REVIEW AND SUBMISSION OF OFFICE
AND INDIVIDUAL PERFORMANCE AND REVIEW FORMS (OPCRF/IPCRF) FOR
SCHOOL-BASED PERSONNEL**

To: OIC – Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Division and School Performance Management Team
Public School Heads
All Others Concerned



1. As part of the DepEd's Results-based Performance Management System (RPMS) cycle based on DepEd Order No. 2, s. 2015, offices are expected to conduct Performance Review and Evaluation at the end of the performance cycle to assess office and individual employee's performance level based on the commitments and measures as contained in the signed OPCRf and IPCRF.
2. Thru the School Performance Management Team (PMT) headed by the School Head, performance review in the school shall be conducted either online or limited face to face subject to IATF protocols at the End of the School Year as indicated in the adjusted timeline for RPMS implementation in view of the amended School Calendar for SY 2020-2021.
3. The output for the said activity is the rated Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF) supported by evidential documents. Evidence can either be hard or softcopy whichever is applicable to the current pandemic situation.
4. School-based Teaching personnel shall use the electronic IPCRF and electronic – Self Assessment Tool (e-SAT) which can be accessed and downloaded through bit.ly/RPMSPPST20202021 while School Heads shall use the template from

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Website: www.depedquezon.com.ph





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tinyurl.com/dopersonneltemplate under the Top Management – ASDS Folder. **Teacher-in-charge shall use OPCRf template.**

- School-based Personnel shall submit their IPCRF to their School Heads, while OPCRf shall be submitted to the Division Office thru the Records Section. **School Heads in charge of clusters of schools must submit OPCRfs for each of their handled schools. Specific name of school/station must be clearly stated in the OPCRf.**
- Please refer to the table below for the signatories.

RATEE	RATER	APPROVING AUTHORITY
Principal/ Head Teacher/ TIC	Assistant Schools Division Superintendent (In-Charge) Gregorio A. Co Jr. – 1st Dist. Herbert D. Perez – 2nd & 3rd Dist. Gregorio T. Mueco – 4th Dist.	Schools Division Superintendent Elias A. Alicaya Jr., EdD
Department Head/ Master Teacher	Principal	Assistant Schools Division Superintendent (In-Charge) Gregorio A. Co Jr. – 1st Dist. Herbert D. Perez – 2nd & 3rd Dist. Gregorio T. Mueco – 4th Dist.
Teacher	Department Head/ Master teacher/ Principal	Principal
Non-Teaching Staff	Administrative Officer IV (in school)/ Principal	Principal

- The OPCRf of the School Heads shall be reviewed by a committee composed of at least 5 full-fledged elementary and secondary school heads headed by the PSDS/Division PMT Member. After the review, the PSDS/ Division PMT Member shall countersign on the rater's name before the submission.
- Two hardcopies of School Heads' OPCRf and one copy of OPCRf/IPCRf Ratings summary shall be submitted to the Records Section. Summary template can be downloaded at tinyurl.com/quezonisotemplate. Please follow the schedule below.

Activities	Date
Submission of OPCRf (School Head)/ IPCRF (Head Teacher – Dept. Head/Master Teacher) to the ASDS Office for signature	July 30, 2021

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Submission of OPCRf and IPCRF Summary by district (1 hardcopy – Records, spreadsheet and PDF file to sdo.quezon.personnel@deped.gov.ph)	August 13, 2021
Submission of scanned, consolidated and signed OPCRf (in PDF with file name: OPCRf20-21_District Name_School Name) via sdo.quezon.planning@deped.gov.ph *Note: Only the district shall submit the consolidated file using the email subject OPCRf 2020-2021_District Name. The total number of school shall match the total submitted OPCRf in PDF.	August 13, 2021

9. Unless justified and accepted by the PMT, **non-submission of the OPCRf/IPCRf within the specified dates shall be a ground for employee's disqualification for performance-based personnel actions as per DO 2, s. 2015** that require the rating such as promotion, training, scholarship, grants, and PBB.
10. **Office performance** assessment as discussed in the performance review and conference shall **be final and non-appealable**.
11. **Individual employees** who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Office. An office/unit or individual employee, however shall not be allowed to protest the performance ratings of other office/unit or co-employees. Please refer to DO 2, s. 2015 for proper guidance on the appeal process.
12. Widest dissemination and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

pmtmjdf07/06/2021

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PART II: COMPETENCIES

CORE BEHAVIORAL COMPETENCIES

Self-Management

- Sets personal goals and direction, needs and development.
- Undertakes personal and behaviors that are clear and purposive and takes into account personal goal and values congruent to that of the organization.
- Displays emotional maturity and enthusiasm for and is challenged by higher goals.
- Prioritize work tasks and schedules (through Ghanit Charts, checklist, etc.) to achieve goals.
- Sets high quality, challenging, realistic goals for self and other.

Professionalism and Ethics

- Demonstrates the values and behavior enshrined Norms of Conduct and Ethical Standards for Public Officials and Employees (RA 6713).
- Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.
- Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
- Makes personal sacrifices to meet the organization's needs.
- Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.

Result-Focus

- Achieve results with optimal use of time and resources most of the time.
- Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
- Delivers error-free outputs most of the time by confirming to standards operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.
- Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.
- Makes specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.

Teamwork

- Willingly does his/her share of responsibility.
- Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.
- Applies negotiation principled in arriving at win-win agreements.
- Drives consensus and team ownership of decisions.
- Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.

Service Orientation

- Can explain and articulate organizational directions, issues and problems
- Takes personal responsibility for dealing with and /or correcting customer service issues and concerns
- Initiates activities that promotes advocacy for men and women empowerment.
- Participate in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.
- Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.

Innovation

- Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).
- Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.
- Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
- Translates creative thinking into tangible changes and solutions that improve the work unit and organizations.
- Use ingenious methods to accomplish responsibilities.
- Demonstrates resourcefulness and the ability to succeed with minimal resources.

LEADERSHIP COMPETENCIES

Leading People

- Uses basic persuasion techniques in a discussion or presentation e.g. staff mobilization, appeals to reason and/or emotions, uses data and examples, visual aids.
- Persuades, convinces or influences others, in order to have a specific impact or effect.
- "Sets a good example", is a credible and respected leader; and demonstrates desired behavior.
- Forwards personal, professional and work unit needs and interest in an issue.
- Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of DepEd goals, in order to create an effective environment.

People Performance Management

- Makes specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues).
- Sets performance standards and measures progress of employees based on office and department targets.
- Provides feedback and technical assistance such as coaching for performance improvement and action planning.
- States performance expectations clearly and checks understanding and commitment.
- Performs all the stages of results-based performance management system supported by evidence and required documents/forms.

LEADERSHIP COMPETENCIES

People Development

- Improves the skills and effectiveness of individuals through employing a range of development strategies.
- Facilitates workforce effectiveness through coaching and motivating / developing people within a work environment that mutual trust and respect. Prepares simple presentation using powerpoint.
- Conceptualizes and implements learning interventions to meet identified training needs.
- Does long-term coaching or training by arranging appropriate and helpful assignments, formal training or other experiences for the purpose of supporting a person's learning and development.
- Cultivates a learning environment by structuring interactive experiences such as looking for future opportunities that are in support of achieving individual career goals.

OVERALL COMPETENCY RATINGS

CORE BEHAVIORAL COMPETENCIES

LEADERSHIP COMPETENCIES

OVERALL RATING

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Adjectival Rating
Accomplishments of KRAs and Objectives		

Rater–Ratee Agreement

The signature below confirm that the employee and his/her superior have agreed on content of this appraisal from and performance rating.

Name of Employee	Name of Superior
Signature	Signature
Date	Date

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan <i>(Recommended Developmental Intervention)</i>	Timeline	Resources Needed

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Rater

Click or tap here to enter text.
Ratee

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Approving Authority

NUMERICAL RATING	ADJECTIVE RATING	DESCRIPTION OF MEANING OF RATING
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2	Unsatisfactory	Performance failed to meet expectations, and/or one more of the critical goals were not met.
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goal was not made. Significant improvement is needed in one or more important areas.

This rating scale is based on the Civil Service Commission Memorandum Circular No. 06, s. 2012 that sets the guidelines on the establishment and implementation of the Strategic Performance Management System (SPMS) in all government agencies.

RANGE	ADJECTIVAL RATING
4.500 – 5.000	Outstanding
3.500 – 4.499	Very Satisfactory
2.500 – 3.499	Satisfactory
1.500 – 2.499	Unsatisfactory
below 1.499	poor

The overall rating/assessment for the accomplishments shall fall within the following adjectival and shall be in three (3) decimal points.

SCALE	DEFINITION
5	Role Model
4	Consistently demonstrates
3	Most of the time demonstrated
2	Sometimes demonstrates
1	Rarely demonstrates

Competencies shall be monitored for the development purposes. In evaluating the individual's demonstration of competencies, this rating scale shall apply.

Grievance and Appeals

1. A Grievance Committee shall be created in each level of the organization to act as appeals board and final arbiter of all issues relating to the implementation of RPMS.
2. The office performance assessment as discussed in the performance review and evaluation phase shall be final and not appealable. Any issue/ appeal on the initial performance assessment of an office shall be discussed and decided during the performance review conference.
3. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the Grievance Committee at their level within ten (10) working days from the date of receipt of their final performance evaluation rating from the rater. The ratee, however, shall not be allowed to protest the performance ratings of co-employees. Ratings obtained by the ratee can only be used as basis for reference for comparison in appealing the individual performance ratings.
4. The Grievance Committee shall decide on the appeals within one (1) month from receipt. Appeals lodged at any Grievance Committee shall follow the hierarchal jurisdiction of various Grievance Committees within the agency. For example, the decision of the Division Grievance Committee is appealable to the Regional Grievance Committee, which decision is in turn appealable to the Central Office Grievance Committee.
5. The decision of the Central Office Grievance Committee is final.