



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 12, 2020

REGIONAL MEMORANDUM

No. **629**, s. 2020

**CLARIFICATORY GUIDELINES ON VARIOUS ISSUES AND RELATED CONCERNS
RELATIVE TO PERFORMANCE MANAGEMENT SYSTEM IN DEPED REGION VIII**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In view of some recurring and emerging issues and concerns relative to performance management system, this Office, through the Performance Management Team (PMT) of DepEd Region VIII, hereby issues the attached clarificatory guidelines.
2. Relative to this, this Office advises all concerned to observe the guidelines in conformance with the legal mandates of the Civil Service Commission and other related agencies on these matters.
3. Immediate dissemination of and compliance with this Memorandum are desired.

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Director IV

Enclosures: Clarificatory Guidelines

References: None

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

Guidelines Performance Management Team (PMT) Performance

PMT-ICC



CLARIFICATORY GUIDELINES ON VARIOUS ISSUES AND RELATED CONCERNS RELATIVE TO PERFORMANCE MANAGEMENT SYSTEM IN DEPED REGION VIII

A. Targeting and Reporting of Accomplishments in the Annual Implementation Plan (AIP), Office Performance Commitment and Review (OPCRs) and Individual Performance Commitment and Review (IPCRs)

1. Fixed targets shall be set for deliverables that can be measured in terms of quantity or percentage. For example: Number of trainings, Number of Schools Divisions, Percent of Schools Divisions, etc.
2. Unfixed targets shall not be targeted in terms of number considering that the office has no control over them. However, they can be set by percentage. The disparity in the rating in the OPCR and IPCR shall be based on timeliness and efficiency.
3. For unfixed targets, putting checkmarks (/) are allowed. The checkmarks indicate that these targets are to be achieved within the given timeframe. The number or percentage of accomplishments at the end of a quarter or year shall be based on the actual number achieved. However, the rating will differ in the timeliness and efficiency of accomplishments.
4. For unmet fixed targets due to unforeseen circumstances (in times of pandemic and calamities), a valid reason or reasons shall be indicated in a Remarks column. A justification shall be attached, if required by the rater.
5. Objectives in the AIPs, OPCR, and IPCR shall be stated in past participle form (without the auxiliary verbs 'have', 'has', or 'had'), i.e. Conducted trainings; Monitored and Evaluated activities; Acted upon requests, etc. This is anchored on the "begin-with-the-end-in-mind" principle and the concept of results-based performance.
6. The standard format of the OPCR and IPCR should be based in DepEd Order No. 2, s. 2015. It is emphasized that the signatories shall start with the Rater, followed by the Ratee, and then the Approving Authority (see Annex E of the Order).
7. The OPCR shall be stated in general statements, (i.e. Led in the conduct of training-workshops) while the IPCR in specific terms (i.e. activities).
8. The OPCR shall be aligned with the Philippine Development Plan, General Appropriations Act, and Secretary's Commitment to the President (DepEd 10-Point Agenda) in terms of Major Final Outputs (MFOs) of Key Result Areas (KRAs).
9. The accomplishments in the OPCR are the collective efforts of all the personnel of a specific division or office which are based on the compendium of functions of DepEd Personnel starting from the specific functions of the Chief of the Division down to the individual employees' corresponding functions.
10. Plus factors in IPCR shall be indicated for exemplary accomplishments not covered with the regular duties and responsibilities. However, the weight of the plus factor shall not exceed the weight of the highest mandated KRA.
11. Plus factors shall not be given weight if regular deliverables are sacrificed over other extra accomplishments.

B. On Alternative Work from Home Scheme (During Health Crisis and Similar Circumstances)

1. All employees shall report to work based on approved schedule considering the 50% skeletal workforce to minimize overcrowding in the workplace.
2. Those who are scheduled to a work-from-home arrangement are required to submit daily outputs while on this schedule. However, in the exigency of the service, they may be required to report to the office, during office hours.
3. There shall be no shifting of schedule within a week, hence, employees shall stick to their approved schedule for the week/s. Employees who shall not report during their schedule shall be considered absent from work.
4. Employees who are senior citizens, pregnant women, below 21 years old, and those who are at high risk of infection with immunodeficiency, comorbidities, or other health risks, illnesses, and/or pre-medical existing conditions are discouraged to report to the office based on IATF protocols for ECQ and MECQ areas, and are advised to work from home. Should they wish to physically volunteer to report to work, they shall manifest their intent through a letter or be informed of the conditions through a letter by the Administrative Division.
5. Personnel are given tasks to be performed while at a WFH schedule to the full extent possible, hence, an Individual Workweek Accomplishment Report (IWAR) shall be submitted every following week.
6. Personnel under WFH shall make themselves available and accessible during working hours, and must be able to respond to directives, requests and queries through agreed modes of communication with their superiors and co-workers.
7. To maximize office working hours, work schedule shall be guided by the following:
 - a. The eight (8)-hour workday shall be observed.
 - b. Working hours shall start from 8:00 AM until 5:00 PM only.
 - c. Working beyond 5:00 PM shall require a permit to work on extended hour/s from the Division Chief and to be submitted to the Administrative Division before 5:00 PM prior to the overtime. However, due to extended webinar activities beyond office hours, the permit to work overtime in the office may be submitted on the following day.

C. On Office Dress Code during the Pandemic

1. Public service projects professional image in serving the clientele. Hence, wearing of suitable and business-like clothes, uniform or attire is highly encouraged.
2. Formal office uniforms are not mandatory during this time of pandemic, except when a DepEd Memo or Order is issued for this purpose.
3. The Administrative Division (AD) may design or set simple office attires and a schedule for such attires from Monday through Friday.
4. However, wearing of plain t-shirts without collars (except if it is part of the scheduled office attire), sandos, slippers, spaghetti strap blouses, and head gears/caps/covers is not allowed during office hours.

5. Appropriate attires may be worn during workouts, Zumba sessions, and other similar activities.
6. The DepEd prescribed Office IDs shall be worn at all times while inside the Regional Office premises.
7. In addition to the dress code, all employees must wear face masks at all times, maintain social distancing, and observe frequent handwashing with soap and water or alcohol.
8. Non-compliance on these guidelines shall entail disciplinary actions.

D. On Designation of Officer-in-Charge in the Region, Schools Division, and Schools

The following Guidelines on Designation through Civil Service Commission 2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised July 2018) shall be observed:

1. Employees to be designated shall only be those who hold permanent appointment to career positions.
2. Designees can only be assigned to positions within the level they are currently occupying. However, Division Chiefs can be designated to perform the duties of third level positions.
3. First level personnel cannot be designated to perform the duties of second level positions.
4. For positions with incumbents who temporarily cannot perform the duties of the position due to vacation or sick leave, study leave, scholarship, maternity leave, or special assignments, the designations shall be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointing officer/authority. **However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.**
5. For positions without incumbents, **a designation may be made only for a maximum of one (1) year.** However, the designation may also be renewed every year in the exigency of the service but not to exceed two (2) years.
6. Designation shall be made through an office order issued by the Regional Director.
7. Designees cannot be granted the salaries of the positions they are being designated to, except allowances that go with the performance of the functions, such as Representation and Travel Allowance (RATA).

E. On Reassignment of Employees in the Region, Schools Division, and Schools

1. The movement of employees across the organizational structure without a reduction in rank, status, or salary, requires an issuance of Special Order of Appointing Officer.
2. Reassignment of employees within station-specific place of work within the geographical location of the agency shall be allowed for a maximum of one (1) year only.
3. When an employee is reassigned in another station for all legal intents and purposes and in the exigency of the service, the immediate superior in the new assignment shall be the one to rate the performance of the said employee.

4. In case of promotion, the Key Result Area (KRA) of the employee based on the new position shall be accomplished.
5. The immediate supervisor of the current station of reassigned employees shall be responsible in the monitoring, coaching, and giving of performance rating.
6. In case the reassigned employee is needed in the previous station in the exigency of the service, he/she shall report back to the previous station upon order by the Head of the Agency.

References:

- 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)
- Civil Service Commission Memorandum Circular No. 06. S. 2005
- DepEd Order No. 11, s. 2020 (Revised Guidelines on Alternative Work Arrangement in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic)
- DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education)