



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

February 9, 2021


**REGIONAL MEMORANDUM**

No. **111**, s. 2021

**REVISED GUIDELINES IN THE PREPARATION AND SUBMISSION OF 2021 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORMS (OPCRFs) OF REGIONAL AND SCHOOLS DIVISION OFFICES**

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

1. In view of the results of the review and evaluation of the accomplished 2020 Office Performance Commitment and Review Forms (OPCRs) of the Regional and Schools Division Offices, this Office, through the Regional Performance Management Team (PMT), hereby issues the enclosed revised guidelines in the preparation and submission of 2021 OPCR.
2. This issuance aims to:
  - a. provide comprehensive guidelines in the preparation and submission of 2021 OPCR and IPCR;
  - b. implement performance standards based on DepEd Order No. 2, s. 2015 (Guidelines in the Establishment of the Results-Based Performance Management System (RPMS) in the Department of Education), Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, and the ISO 9001:2015 Certification standards; and
  - c. alignment of individual and organizational targets towards the attainment of DepEd mission, vision, and goals.
3. Immediate dissemination of and compliance with this Memorandum are directed.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Enclosures: The Guidelines

References: DepEd Order No. 2, s. 2015; CSC PRIME-HRM; ISO 9001:2015 Standards

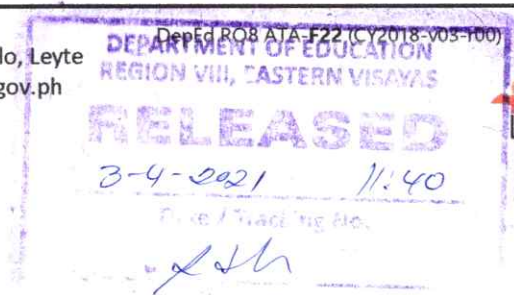
To be indicated in the Perpetual Index under the following subjects:

OPCRF      PERFORMANCE      REVIEW & EVALUATION      SCHOOLS DIVISIONS

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**REVISED GUIDELINES IN THE PREPARATION AND SUBMISSION OF 2021 OFFICE  
PERFORMANCE COMMITMENT AND REVIEW FORMS (OPCRFs)  
OF REGIONAL AND SCHOOLS DIVISION OFFICES**

**Rationale**

The issuance of DepEd Order No. 2, s. 2015 provides comprehensive guidelines to the field to ensure strategic alignment of the agency's thrusts with the day-to-day operations of the units and individual personnel within the organization. This is anchored on the implementation of the Strategic Performance Management System (SPMS) of the Civil Service Commission (CSC) to measure the performance of the organization vis-à-vis its targeted goals.

Moreover, the certification of DepEd Regional Office VIII in the International Organization for Standardization (ISO) 9001:2015 establishes international standards that specify requirements for Quality Management System in the Regional Office and eventually in Schools Division Offices.

Thus, as indicated in DepEd Order No. 2, s. 2015, there is a need to concretize the linkage between organizational thrusts and the performance management system to ensure organizational effectiveness towards the attainment of DepEd's vision, mission, and goals.

**Guidelines on the Preparation and Submission of OPCR and IPCRs**

**A. Preparation of the OPCRfs**

1. The Schools Division Offices of DepEd Region VIII shall use a unified format of the OPCR issued by the PMT based on Annex E of DepEd Order No. 2, s. 2015.
2. The Key Result Areas (KRAs) indicated in the DepEd Compendium of Office functions for each Office shall be strictly followed.
3. The OPCR is a measure of the performance of the whole office. Thus, the KRAs to be followed are those of the Office itself and not the individual KRAs of the Head of Office. Hence, the objectives are not formulated specifically based on the Head of Office's functions or perspectives but of the Office in general.
4. The individual KRAs of the Head of Office (SDS, Chiefs, Principals) shall be used as bases and guides in the accomplishments of the Office targets.
5. Third Level Officials shall accomplish the OPCR. However, the individual assessment of Third Level Officials shall be contained in the CESPES for submission to the Career Executive Service Board (CESB).
6. Unit Performance shall be used as additional KRA for other accomplished activities not covered in the regular KRA. However, the weight of this KRA shall not exceed any of the major KRAs of the Office.
7. To ensure alignment of KRAs, Objectives, Weights, and Measures of Performance Indicators for unified OPCRfs of Schools Division Offices (SDOs), the PMT has crafted the standard OPCRfs for SDOs. The said OPCR format shall be used in all Schools Division Offices all over the Region.
8. To measure the performance output for each objective, rubrics are designed encompassing the parameters in terms of quality/effectiveness, efficiency, and timeliness.

9. Sample Means of Verifications (MOVs) are also included as a guide for the Offices as to what documents shall be presented based on the indicated actual results.
10. The weight per objective is based on the degree of importance, priority, difficulty, and magnitude of the functions or tasks. The bigger or higher the responsibility or tasks the bigger the weight allocation.
11. The number of objectives per KRA shall be limited to only three to five objectives. Objectives that are related may be fused into one.
12. The submission of the OPCR to the Policy, Planning, and Research Division shall already include the accomplished Parts II and III of the form.

#### **B. Rating of the OPCR**

1. Self-Rating shall be done by the Head of Office based on the actual accomplishments of targets. Means of Verifications (MOVs) shall be attached to support the claims based on what are stated in the Actual Output column. For 2021 OPCR, incomplete suggested MOVs shall be the bases for deduction of ratings by the PMT under quality, efficiency, and timeliness.
2. The accomplished OPCR shall be presented to the PMT every December of the current year or in January of the following year during the Year-End Review and Evaluation of OPCR and IPCR.
3. The PMT shall review and evaluate the submitted OPCR and shall notify the Head of Office of the results of the evaluation.
4. The average ratings of the employees in their Individual Performance Commitment and Review Forms (IPCRFs) under each Office shall not exceed the Office final rating. A certain employee may exceed the final rating of the Office but the combined average ratings of all the employees within each Office shall not be higher than the Office's rating.
5. The final scores in the Self-Rating and that of the PMT Rating shall be multiplied each by 50%. Thus, the previous issuance regarding the percentage distribution is hereby repealed. The results shall then be added to come up with the final rating.
6. The concerned Head of Office shall then make the necessary changes in the individual rating per objective to obtain the combined final rating.
7. The final rating shall be added with Physical Accomplishments in the RMEA at the end of the year and shall be divided into two to get the rating for the PBB purpose of the ranking of office performance.

#### **C. Rating the Performance Indicators**

1. Performance indicators are rated based on quality, efficiency, and timeliness.
2. To easily identify the measure of performance per objective per KRA, rubrics shall be used. The rubrics shall quantify and qualify the actual accomplishments vs. the targets in terms of the abovementioned three dimensions. This shall ensure that the rating is objective, impartial, and verifiable.

3. The rubrics shall already cover the three dimensions to maximize space in the template. However, not all of these dimensions may be included, which shall depend on the tasks being undertaken.
4. Quality or effectiveness refers to the extent or degree which compares the actual performance with the targeted performance. This may be measured in terms of number and or percentage achieved. Efficiency refers to the extent to which time or resources are used for the intended task. It measures whether the targets are achieved with a minimal amount or quantity of wastage, cost, or unnecessary efforts. Timeliness refers to measures of whether the deliverable was done on time or within the timelines or schedules.
5. To set standards in determining the measure of accomplishments, the highest rating per dimension is '5'. The rating of '5' indicates a 100 percent accomplishment of the targets in terms of number, percentage, completeness, and quality of outputs, and within the timelines. The rating of '4' indicates an accomplishment of only 90-99% against the targets. A rating of '3' indicates an 80-89% accomplishment of the targets while a rating of '2' indicates 70-79 percent accomplishments. Finally, a rating of '2' indicates below 70 percent accomplishments. This range of percentages shall generally apply in most indicators. However, adjustments on range of percentage may be made depending on the deliverables being measured. The minimum number for these percentages is 10. However, targets which are below 10 shall not be based on the given range of percentage. The rating shall directly base on the rating of 5, 4, 3, 2, and 1. Targets from 2 to 9 but the accomplishments is less than 2, the rating shall be 4, less than 2, the rating shall be 3, and so on.
6. The rubrics presented in Regional Memo No. 060, s. 2020 shall only be used as a guide in rating the quality, efficiency, and timeliness of every activity for targeted activities, fixed targets, and travel activities. For instance, if there are 5 targeted activities, each activity shall be rated based on the rubrics and the average combined ratings of the five activities shall be the final rating in the performance indicators.