



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

April 19, 2021

REGIONAL MEMORANDUM

No. **000201**, s. 2021

REMINDERS ON THE SUBMISSION OF THE ADJUSTED AND FINALIZED SCHOOLS DIVISIONS' 2020 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORMS (OPCRFs) AND 2021 OPCRf TARGETS BASED ON THE SUGGESTED TEMPLATE

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. This Office, through the Performance Management Team (PMT), reminds the Schools Division Offices (SDOs) on the submission of the Adjusted and Finalized Schools Divisions' 2020 Office Performance Commitment and Review Forms (OPCRFs) based on the Final Rating by the PMT, and the 2021 OPCR Targets based on the suggested unified template.
2. All the submitted 2020 OPCRfS in January 2021 shall be resubmitted on or before April 26, 2021 incorporating the adjustments based on the results of the PMT evaluation, together with the Target OPCRfS for 2021 using the final unified template. The Individual Performance Commitment and Review Forms (IPCRfS) of the Assistant Schools Division Superintendents (ASDSs) for both 2020 OPCRfS and 2021 Target IPCRfS shall likewise be submitted on the same date for those who have not complied yet. Original or properly scanned and soft copies of the above required documents shall be sent to PPRD through pprd.region8@deped.gov.ph.
3. The Schools Division Offices are reminded also that the timelines in the submission and or updating of OPCRfS (SDSs), IPCRfS (ASDSs), AIPs, WFPs, PPMPs, LIS, EBEIS, and other required reports in the Regional Office shall be the bases in the rating of performance under **TIMELINESS**, as stated in the 2021 Target OPCRf template.
4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


MA. GEMMA MERCADO LEDESMA
 Regional Director

Enclosures: Final Unified 2021 OPCRf Template

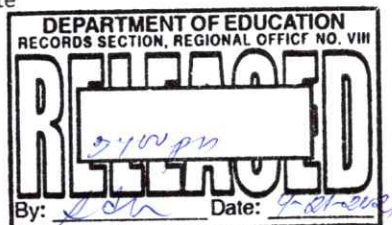
References: RM No. 638, s. 2020 and RM No. 649, s. 2020

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

IPCRF OPCRf PERFORMANCE PMT SCHOOLS DIVISIONS
 PMT-ICC



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 ISO 9001:2015 Certified





Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug Palo, Leyte



2021 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Adopted from DepEd RPMS Form

Name of Employee: **(ALL CAPS)**
 Position: **Schools Division Superintendent**
 Region: **VIII**
 Rating Period: **January to December 2021**

Name of Rater: **BERIANO I. SENTILLAS, CESO V**
 Position: **Assistant Regional Director**
 Date of Review: **January 2022**

KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
TO FILLED IN DURING PLANNING						TO BE FILLED IN DURING EVALUATION			
KRA-1 Administrative Management (25%)	Provided personnel action and compensation properly and promptly	8%	January to December	5	100% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timeliness				
				4	90-99% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timeliness				
				3	80-89% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timeliness				

TO FILLED IN DURING PLANNING				TO BE FILLED IN DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				70-79% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					
				69% and below of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					
				100% of allocated teaching and non-teaching personnel were filled up within one (1) month from date of downloading of items and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					
				90-99% of allocated teaching and non-teaching personnel were filled up within two (2) months from date of downloading of items and 90-100% of targeted personnel for promotion/ reclassification were endorsed to RO/CSC within the required timelines					
				80-89% of allocated teaching and non-teaching personnel were filled up within three (3) months from date of downloading of items and 80-100% of targeted personnel for promotion/ reclassification were endorsed to RO/CSC within the required timelines					
	Managed the hiring of teaching and non-teaching personnel based on item allocations and endorsed the promotion/reclassification of personnel	5%	January to December						

TO FILLED IN DURING PLANNING				TO BE FILLED IN DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				70-79% of allocated teaching and non-teaching personnel were filled up within four (4) months from date of downloading of items and 70--100% of targeted personnel for promotion/ reclassification were endorsed to RO/CSC within the required timelines					
				69% and below of allocated teaching and non-teaching personnel were filled up within five (5) months or more from date of downloading of items and 69-100% of targeted personnel for promotion/ reclassification were endorsed to RO/CSC within the required timelines					
				100% of required data and records were available in hard/soft copies and submitted to the Regional Office at least five (5) days before the deadline					
				90-99% of required data and records were available in hard/soft copies and submitted to the Regional Office at least three to four (3-4) days before the deadline					
				80-89% of required data and records were available in hard/soft copies and submitted to the Regional Office on the deadline					
				70-79% of required data and records were available in hard/soft copies and submitted to the Regional Office within three (3) days after the deadline					
				69% and below of required data and records were available in hard/soft copies and submitted to the Regional Office four (4) days or more days behind the deadline					
	Maintained an updated and accurate Information Management System	5%	January to December						

TO FILLED IN DURING PLANNING					TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
	Provided schools, Learning Centres and SDO with necessary supplies, materials and equipment	5%	January to December	5	100% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within four (4) months after receipt of funds/SARO				
				4	90-99% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within five (5) months after receipt of funds/SARO				
				3	80-89% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within six (6) months after receipt of funds/SARO				
				2	70-79% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within seven (7) months after receipt of funds/SARO				
				1	69% and below of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within eight (8) months or more after receipt of funds/SARO				
	Developed a well-planned, directed and coordinated system for records management and general services	2%	January to December	5	100% implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of \$5				

TO FILLED IN DURING PLANNING						TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE	
						Q	E	T Ave.		
KRA 2 - Financial Management (20%)	Provided SDO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and schools	3%	January to December	1	100% of targeted schools were provided with seminars/workshops on financial management within the timeline					
				2	90-99% of targeted schools were provided with seminars/workshops on financial management within the timeline					
				3	80-89% of targeted schools were provided with seminars/workshops on financial management within the timeline					
				4	70-79% implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of 5S					
				5	69% and below implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of 5S					

TO FILLED IN DURING PLANNING					TO BE FILLED IN DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING				SCORE
						Q	E	T	Ave.	
				2 70-79% of targeted schools were provided with seminars/workshops on financial management within the timeline						
				1 69% and below of targeted schools were provided with seminars/workshops on financial management within the timeline						
		3%	January to December	5 100% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines						
				4 90-99% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines						
				3 80-89% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines						
				2 70-790% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines						
				1 69% of below of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines						
		5%	January to December	5 100% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within one (1) week after						

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				4	90-99% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within two (2) weeks after				
				3	80-89% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within three (3) weeks				
				2	70-79% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within four (4) weeks after				
				1	69% and below of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within five (5) weeks after receipt				
		3%	January to December		100% of national fund allotments were distributed to schools and learning centers vs. target population within the timelines				
					90-99% of national fund allotments distributed to schools and learning centers vs. target population within the timelines				
					80-89% of national fund allotments distributed to schools and learning centers vs. target population within the timelines				
					70-79% of national fund allotments distributed to schools and learning centers vs. target population within the timelines				
					69% and below of national fund allotments distributed to schools and learning centers vs. target population within the timelines				

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
	Ensured the proper and timely utilization and disbursements of funds for the year	3%	January to December	5	Achieved an obligation rate of 97-100% on or before December 31, 2021 with 10% savings				
				4	Achieved an obligation rate of 95-96% on or before December 31, 2021 with 8% savings				
				3	Achieved an obligation rate of 93-94% on or before December 31, 2021 with 6% savings				
				2	Achieved an obligation rate of 91-92% on or before December 31, 2021 with 4% savings				
				1	Achieved an obligation rate of 90% and below on or before December 31, 2021 with 2% savings				
		3%	January to December	5	Achieved a disbursement rate of 97-100% on or before December 31, 2021				
				4	Achieved a disbursement rate of 95-96% on or before December 31, 2021.				
				3	Achieved a disbursement rate of 93-94% on or before December 31, 2021.				
				2	Achieved a disbursement rate of 91-92% on or before December 31, 2021.				
				1	Achieved a disbursement rate of 90% and below on or before December 31, 2021..				
KRA 3 - Performance Management (35%)	Managed the implementation of Results-based Performance Management System (RPMs) in accordance to the schools' prevailing situations and realities	5%	January to December	5	100% of schools adhering to the customized RPMS with 100% submission of OPCRs and IPCRs within two (2) weeks before the deadline				
				4	90-99% of schools adhering to the customized RPMS with 90-100% submission of OPCRs and IPCRs within one (1) week before the deadline				

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
Developed, enhanced, and implemented policies, Research Management, DEDP, AIP, WFP, BELCP, programs and projects and monitored and evaluated their implementations	12%	January to December	1	69% and below of schools adhering to the customized RPMS with 100% or less submission of OPCRs and IPCRs two (2) weeks after the deadline					
			2	70-79% of schools adhering to the customized RPMS with 90-100% submission of OPCRs and IPCRs one (1) week after the deadline					
			3	80-89% of schools adhering to the customized RPMS with 100% submission of OPCRs and IPCRs on the deadline					
			4	90-99% of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines					
			5	100% of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines					
				2	70-79% of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines				
				3	80-89% of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines				
				4	90-99% of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines				
				5	100% of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines				

TO FILLED IN DURING PLANNING						TO BE FILLED IN DURING EVALUATION				
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						Q	E	T Ave.		
	Provided technical assistance to schools to improve School-Based Management (SBM) level of practice through the NFACTE	5%	January to December	1 69% and below of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines						
				5 100% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level						
				4 90-99% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level						
				3 80-89% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level						
				2 70-79% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level						
				1 69% and below of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level						
	Developed a feedback mechanism tool that enhances the delivery of frontline services	3%	July to December	5 Obtained an overall rating of "Outstanding" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter						

TO FILLED IN DURING PLANNING					TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
Developed and implemented Performance Management System to improve Office and employees' performance		10%	Year-Round	1	Obtained an overall rating of "Very Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
				2	Obtained an overall rating of "Moderately Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
				3	Obtained an overall rating of "Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
				4	Obtained an overall rating of "Very Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
				5	Obtained an overall rating of "Very Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
				Conducted 100% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually and Annually)					

TO FILLED IN DURING PLANNING					TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
KRA 4 - Ancillary Services (10%)	Evaluated complaints filed, conducted investigation and came up with decisions and orders on cases filed	4%	January to December	1	Conducted 90-99% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)				
				2	Conducted 80-89% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)				
				3	Conducted 70-79% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)				
				4	Conducted 60-69% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)				
				5	Conducted 50-59% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)				
				100% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods					

TO FILLED IN DURING PLANNING

TO BE FILLED IN DURING EVALUATION

KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
Prepared and reviewed contracts, Memorandum of Agreement (MOAs) and instruments to which the Division or any of its offices and school is a party, and interpreted the provisions therein		3%	January to December	1	90-99% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				2	80-89% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				3	70-79% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				4	60% and below of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				5	100% of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				
				2	70-79% of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				

TO FILLED IN DURING PLANNING				TO BE FILLED IN DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
KRA 5 - Unit Performance Management (10%)	Managed and maintained the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to ensure data validity and effective utilization of the systems and implemented ICT programs and projects to effectively support operations	3%	January to December	1	69% and below of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				
				5	100% of the targeted schools and learning centers were monitored on ICT infrastructures, programs, and projects, within the SDO				
				4	90-99% of the targeted schools and learning centers were monitored on ICT infrastructures, programs, and projects, within the SDO				
				3	80-89% of the targeted schools and learning centers were monitored on ICT infrastructures, programs, and projects, within the SDO				
				2	70-79% of the targeted schools and learning centers were monitored on ICT infrastructures, programs, and projects, within the SDO				
				1	69% and below of the targeted schools and learning centers were monitored on ICT infrastructures, programs, and projects, within the SDO				
	Attended/Participated in Regional/National activities orientations/seminars/workshops/trainings/etc. as required	2%	January to December	5	100% of the Regional/National activities/ orientations/seminars/workshops/trainings/etc as required were attended/ participated with 100% attendance/ participation				

TO FILLED IN DURING PLANNING				TO BE FILLED IN DURING EVALUATION					
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						Q	E	T Ave.	
Evaluated applications of private schools for establishment, new grade levels, new strands, SHS opening, etc. and monitored curriculum implementation		2%	January to December	1	70-79% of the Regional/National activities/orientations/seminars/workshops/etc. as required were attended with 90-100% attendance/ participation				
				2	69% and below of the Regional/National activities/orientations/seminars/workshops/etc. as required were attended with less than 69% attendance/participation				
				3	80-89% of the Regional/National activities/orientations/seminars/workshops/trainings/etc. as required were attended with 80-89% attendance/ participation				
				4	90-99% of the Regional/National activities/orientations/seminars/workshops/trainings/etc. as required were attended/ participated with 90-100% attendance/participation				
				5	100% (10 out of 10) of private schools applications were evaluated and their curriculum implementations were regularly monitored two (2) weeks before the deadline				
				90-99% of private schools applications were evaluated and their curriculum implementations were regularly monitored one (1) week before the deadline					
				80-89% of private schools applications were evaluated and their curriculum implementations were monitored on the deadline					

KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	TO BE FILLED IN DURING EVALUATION				
					ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
Established strong partnerships and linkages with internal and external stakeholders to promote collaboration and support in the delivery of basic education		6%	January to December	1	100% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				
				2	70-79% of private schools applications were evaluated and their curriculum implementations were regularly monitored one (1) week after the deadline				
				1	69% and below of private schools applications were evaluated and their curriculum implementations were regularly monitored two (2) weeks after the deadline				
				5	90-99% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				
				4	80-89% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				
				3	70-79% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				
				2	70-79% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				

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						Q	E	T Ave.	
				1 69% and below of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year					
TOTAL		100%							

*To get the score, the rating is multiplied by the weight assigned.

Description :

Signature Name Position	BEBIANO I SENTILLAS, CESO V Assistant Regional Director Rater	(NAME OF SDS, IN CAPS) Schools Division Superintendent Ratee	MA. GEMMA MERCADO LEDESMA Regional Director Approving Authority
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Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug Palo, Leyte



2021 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Adapted from DepEd RPMS Form

Name of Employee: **(ALL CAPS)**
 Position: **Schools Division Superintendent**
 Region: **VIII**
 Rating Period: **January to December 2021**

Name of Rater: **BEBIANO I. SENTILLAS, CESO V**
 Position: **Assistant Regional Director**
 Date of Review: **January 2022**

KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
KRA-1 Administrative Management (25%)	Provided personnel action and compensation properly and promptly	8%	January to December	5 100% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timeliness					
				4 90-99% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timeliness					
				3 80-89% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timeliness					

TO FILLED IN DURING PLANNING

TO BE FILLED IN DURING EVALUATION

TO FILLED IN DURING PLANNING					TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				70-79% of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					
				69% and below of personnel in the Division were regularly and promptly provided with compensation and accorded suitable personnel action and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					
	Managed the hiring of teaching and non-teaching personnel based on item allocations and endorsed the promotion/reclassification of personnel	5%	January to December	100% of allocated teaching and non-teaching personnel were filled up within one (1) month from date of downloading of items and 100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					
				90-99% of allocated teaching and non-teaching personnel were filled up within two (2) months from date of downloading of items and 90-100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					
				80-89% of allocated teaching and non-teaching personnel were filled up within three (3) months from date of downloading of items and 80-100% of targeted personnel for promotion/reclassification were endorsed to RO/CSC within the required timelines					

TO FILLED IN DURING PLANNING					TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				70-79% of allocated teaching and non-teaching personnel were filled up within four (4) months from date of downloading of items and 70-100% of targeted personnel for promotion/ reclassification were endorsed to RO/CSC within the required timelines					
				69% and below of allocated teaching and non-teaching personnel were filled up within five (5) months or more from date of downloading of items and 69-100% of targeted personnel for promotion/ reclassification were endorsed to RO/CSC within the required timelines					
				100% of required data and records were available in hard/soft copies and submitted to the Regional Office at least five (5) days before the deadline					
				90-99% of required data and records were available in hard/soft copies and submitted to the Regional Office at least three to four (3-4) days before the deadline					
				80-89% of required data and records were available in hard/soft copies and submitted to the Regional Office on the deadline					
				70-79% of required data and records were available in hard/soft copies and submitted to the Regional Office within three (3) days after the deadline					
				69% and below of required data and records were available in hard/soft copies and submitted to the Regional Office four (4) days or more days behind the deadline					
	Maintained an updated and accurate Information Management System	5%	January to December	5					

TO BE FILLED IN DURING PLANNING					TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T	
	Provided schools, Learning Centres and SDO with necessary supplies, materials and equipment	5%	January to December	5	100% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within four (4) months after receipt of funds/SARO				
				4	90-99% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within five (5) months after receipt of funds/SARO				
				3	80-89% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within six (6) months after receipt of funds/SARO				
				2	70-79% of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within seven (7) months after receipt of funds/SARO				
				1	69% and below of schools and Learning Centres and the SDO were provided with complete necessary supplies, materials, and equipment within eight (8) months or more after receipt of funds/SARO				
	Developed a well-planned, directed and coordinated system for records management and general services	2%	January to December	5	100% implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of SS				

TO FILLED IN DURING PLANNING				TO BE FILLED IN DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
KRA 2 - Financial Management (20%)	Provided SDO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and schools	3%	January to December	1	69% and below implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of 55				
				2	70-79% implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of 55				
				3	80-89% implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of 55				
				4	90-99% implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys including the adherence of 55				
				5	100% of targeted schools were provided with seminars/workshops on financial management within the timeline				
				3	80-89% of targeted schools were provided with seminars/workshops on financial management within the timeline				
				4	90-99% of targeted schools were provided with seminars/workshops on financial management within the timeline				
				5	100% of targeted schools were provided with seminars/workshops on financial management within the timeline				

TO FILLED IN DURING PLANNING				TO BE FILLED IN DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T	
				1 69% and below of targeted schools were provided with seminars/workshops on financial management within the timeline					
				2 70-79% of targeted schools were provided with seminars/workshops on financial management within the timeline					
				3 80-89% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines					
				4 90-99% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines					
		3%	January to December	5 100% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines					
				2 70-790% of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines					
				1 69% of below of schools and Learning Centers were monitored with proper reporting of the generation and utilization of funds vs. targets within the timelines					
		5%	January to December	5 100% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within one (1) week after					

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				90-99% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within two (2) weeks after					
				80-89% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within three (3) weeks					
				70-79% of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within four (4) weeks after					
				69% and below of claims of payments of salaries, benefits, and reimbursements were processed vs. target population/number of incoming requests within five (5) weeks after receipt					
				100% of national fund allotments were distributed to schools and learning centers vs. target population within the timelines					
		3%	January to December	90-99% of national fund allotments distributed to schools and learning centers vs. target population within the timelines					
				80-89% of national fund allotments distributed to schools and learning centers vs. target population within the timelines					
				70-79% of national fund allotments distributed to schools and learning centers vs. target population within the timelines					
				69% and below of national fund allotments distributed to schools and learning centers vs. target population within the timelines					

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
KRA 3 - Performance Management (35%)	Ensured the proper and timely utilization and disbursements of funds for the year	3%	January to December	5	Achieved an obligation rate of 97-100% on or before December 31, 2021 with 10% savings				
				4	Achieved an obligation rate of 95-96% on or before December 31, 2021 with 8% savings				
				3	Achieved an obligation rate of 93-94% on or before December 31, 2021 with 6% savings				
				2	Achieved an obligation rate of 91-92% on or before December 31, 2021 with 4% savings				
				1	Achieved an obligation rate of 90% and below on or before December 31, 2021 with 2% savings				
				5	Achieved a disbursement rate of 97-100% on or before December 31, 2021				
				4	Achieved a disbursement rate of 95-96% on or before December 31, 2021.				
				3	Achieved a disbursement rate of 93-94% on or before December 31, 2021.				
				2	Achieved a disbursement rate of 91-92% on or before December 31, 2021.				
				1	Achieved a disbursement rate of 90% and below on or before December 31, 2021..				
	Managed the implementation of Results-based Performance Management System (RPMs) in accordance to the schools' prevailing situations and realities	5%	January to December	5	90-99% of schools adhering to the customized RPMs with 100% submission of OPCRs and IPCRs within two (2) weeks before the deadline				
				4	90-99% of schools adhering to the customized RPMs with 90-100% submission of OPCRs and IPCRs within one (1) week before the deadline				

TO FILLED IN DURING PLANNING						TO BE FILLED IN DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE	
						Q	E	T		Ave.
	Provided technical assistance to schools to improve School-Based Management (SBM) level of practice through the NDTACTs	5%	January to December	1	69% and below of the required policies, research management activities, DEDP, AIP, WFP, BELCP, programs and projects were developed, enhanced, implemented and monitored within timelines					
				2	100% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level					
				3	90-99% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level					
				4	80-89% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level					
				5	70-79% of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level					
	Developed a feedback mechanism tool that enhances the delivery of frontline services	3%	July to December	5	69% and below of targeted number of schools improved their SBM level of practice from Level 1-3 within the school year based on Regional Office targets per Level					
				1	Obtained an overall rating of "Outstanding" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter					

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				4	Obtained an overall rating of "Very Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
				3	Obtained an overall rating of "Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
				2	Obtained an overall rating of Moderately Satisfactory" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results generated on time every quarter				
				1	Obtained an overall rating of "Needs Improvement" in frontline and other services provided to clients by the Division through a developed feedback mechanism for face-to-face or virtual services rendered and the results were generated on time every quarter				
	Developed and mplemented Performance Management System to improve Office and employees' performance	10%	Year-Round	5	Conducted 100% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)				

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE	
						Q	E	T		Ave.
KRA 4 - Ancillary Services (10%)	Evaluated complaints filed, conducted investigation and came up with decisions and orders on cases filed	4%	January to December	1	Conducted 90-99% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)					
				2	Conducted 80-89% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)					
				3	Conducted 70-79% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)					
				4	Conducted 60-69% of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)					
				5	Conducted 59% and below of the required activities of the four-stage cycle of the PMS (Performance Planning and Commitment, Monitoring and Coaching, Review and Evaluation, and Rewarding and Development Planning) within the timeline (monthly, Quarterly, Semi-annually, and Annually)					
				100% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods						

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
	Prepared and reviewed contracts, Memorandum of Agreement (MOAs) and instruments to which the Division or any of its offices and school is a party, and interpreted the provisions therein	3%	January to December	1	90-99% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				2	80-89% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				3	70-79% of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				4	69% and below of cases/complaints filed were evaluated, investigated, and decided within the prescribed periods				
				5	100% of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				
				2	90-99% of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				
				3	80-89% of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				
				4	70-79% of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				
				5	69% and below of contracts/MOAs/instruments to which the Division or schools is a party and interpreted the provisions therein within the target dates				

TO FILLED IN DURING PLANNING				TO BE FILLED IN DURING EVALUATION						
KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE	
						Q	E	T		Ave.
Evaluated applications of private schools for establishment, new grade levels, new strands, SHS opening, etc. and monitored curriculum implementation		2%	January to December	1	69% and below of the Regional/National activities/orientations/seminars/workshops/trainings/etc. as required were attended with less than 69% attendance/participation					
				2	70-79% of the Regional/National activities/orientations/seminars/workshops/trainings/etc. as required were attended with 90-100% attendance/participation					
				3	80-89% of the Regional/National activities/orientations/seminars/workshops/trainings/etc. as required were attended with 80-89% attendance/participation					
				4	90-99% of the Regional/National activities/orientations/seminars/workshops/trainings/etc. as required were attended/ participated with 90-100% attendance/participation					
				5	100% (10 out of 10) of private schools applications were evaluated and their curriculum implementations were regularly monitored two (2) weeks before the deadline					
				3	80-89% of private schools applications were evaluated and their curriculum implementations were monitored on the deadline					

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						Q	E	T	
	Established strong partnerships and linkages with internal and external stakeholders to promote collaboration and support in the delivery of basic education	6%	January to December	1	100% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				
				2	70-79% of private schools applications were evaluated and their curriculum implementations were regularly monitored one (1) week after the deadline				
				3	80-89% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				
				4	90-99% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				
				5	69% and below of private schools applications were evaluated and their curriculum implementations were regularly monitored two (2) weeks after the deadline				
				2	70-79% of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year				

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KEY RESULT AREA (KRA)	OBJECTIVES	Weight Per Objective	TIMELINE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T Ave.	
				1 69% and below of the stakeholders, internal (teachers, students, parents, staff) and external (LGUs, partner agencies, NGOs, private institutions/establishments and individuals, forged support and collaboration to the SDO and schools within the year					
TOTAL		100%							

*To get the score, the rating is multiplied by the weight assigned.

Description :

Signature Name Position	BEBIANO I SENTILLAS, CESO V Assistant Regional Director Rater	(NAME OF SDS IN CAPS) Schools Division Superintendent Ratee	MA. GEMMA MERCADO LEDESMA Regional Director Approving Authority
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