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 AUG 17 2021
 TIME: 3:35

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Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-HROD-2021-0054

2-18-21-11:30
 2-18-21-11:30

FOR : **UNDERSECRETARIES
 ASSISTANT SECRETARIES
 BUREAU AND SERVICE DIRECTORS
 REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**
 Regional Director, DepEd NCR and
 Officer-In-Charge, Office of the Undersecretary
 Human Resource and Organizational Development

SUBJECT : **Calibration of the Office Performance Commitment Review
 Form (OPCRF) and Individual Performance Commitment
 Review Form (IPCRF) for Calendar Year (CY) 2021 pursuant to
 DepEd Order (DO) No. 2, s. 2015**

DATE : 10 August 2021

With reference to DepEd Order (DO) No. 2, s. 2015 entitled *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education*, Section 35 provides that:

"In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual objectives shall be allowed during the mid-year review. Exceptional cases shall include instances when high-level decisions are taken into effect such as changes in strategic direction, and circumstances beyond the control of the ratee such as natural and/or man-made calamities including typhoon, earthquake, and other fortuitous events."

In view of the ongoing pandemic and the fast-changing circumstances both in the external and internal environment of the Department, **all offices and personnel in the Central Office, Regional Office, and Schools Division Office shall be allowed to calibrate their respective Office Performance Commitment Review Form (OPCRF) and Individual Performance**

2-18-21

Commitment Review Form (IPCRF) for CY 2021, provided that the adjustments to be made shall fall under the following reasons and factors considered beyond the control of the office and individual personnel:

1. Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to the implementation of the Basic Education Learning Continuity Plan (BE-LCP), as approved by the Head of Office;
2. Changes/adjustments in the systems, processes, and strategies involved in the delivery and/or performance of planned/committed targets due to the pandemic (e.g., use of alternative strategies or remote modalities); and
3. Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.

To facilitate the performance calibration process, attached to this memorandum are the following:

1. Guide on How to Calibrate CY 2021 Office/Individual Performance Targets (*Annex A-1 and A-2*); and
2. Prescribed Office and Individual Calibration Forms (*Annex B-1 and B-2*).

The proposed calibration on the OPCRF, if deemed necessary, shall be agreed upon by the rater and ratee, and shall be reflected in the Office Performance Calibration Form (*Annex B-1*). The duly accomplished Annex B-1 shall be submitted to the designated Performance Management Team (PMT), through the Personnel Division/Section/Unit in the respective governance level, for the review and recommendation of the PMT to the approving authority (per Rater-Ratee-Approving Authority Matrix in DO 2, s. 2015) for final approval and signature. Submission details shall be as follows:

Governance Level	Required Documents	Deadline	Receiving Office
Central Office	1. Accomplished Office Performance Calibration Form (Annex B-1), duly signed by the rater and ratee 2. Photocopy of initial CY 2021 OPCRF (<i>accomplished during Phase I - Performance Planning and Commitment</i>)	August 25, 2021	CO-Personnel Division bhrod.pd@deped.gov.ph <i>*printed or e-copy are accepted</i>
Regional Office		August 31, 2021	Administrative Division - Personnel Section <i>*printed or e-copy are accepted</i>
Schools Division Office			OSDS - Personnel Unit <i>*printed or e-copy are accepted</i>

The approved calibrated OPCRF shall be the basis for the calibration of IPCRFs within the office. IPCRFs shall be agreed upon by the rater and ratee and approved by the approving authority. The PMT review of the IPCRF shall no longer be necessary; provided that, the calibration is anchored on the approved calibrated OPCRF. The office and employee calibration forms duly signed by the approving authority shall be returned to the Head of Office for record-keeping until the date for the submission of the calibrated OPCRFs and IPCRFs.

For any questions on this memorandum, you may coordinate with the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) at bhrod.hrdd@deped.gov.ph, or your respective Personnel Division/Section/Unit.

A. Guide on How to Calibrate CY 2021 Office Performance Targets

Reminders:

- a. This Office Performance Calibration Form shall be accomplished by the Head of Office/Functional Division/Unit.
- b. Using the initial draft of the 2021 OPCRF and other as references as may be applicable (e.g., *approved Work and Financial Plan*), revisit and review your performance objectives, timelines, weights, and indicators for 2021.
- c. Determine which among your office objectives, timelines, weights, and indicators need to be adjusted due to factors that are beyond the control of the office.

Instructions:

1. Using **Annex B-1**, indicate in the **OPCRF CONTENT** column the area of the OPCRF that needs to be amended. You may calibrate the following: *objectives, timeline, weight, and performance indicators (quality, efficiency, timeliness)*.
2. In the next column, fill out the **PROPOSED AMENDMENT** indicating the proposed change in your 2021 OPCRF.
3. Under the **JUSTIFICATION** column, indicate the specific reason/s why the said area needs to be amended or calibrated. Justifiable or valid reasons for calibration shall be those factors that are considered beyond the control of the office. The specific reasons and possible considerations should fall under the following parameters:
 - a. Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to the implementation of the Basic Education Learning Continuity Plan (BE-LCP), as approved by the Head of Office;
 - b. Changes/adjustments in the systems, processes, and strategies involved in the delivery and/or performance of planned/committed targets due to the pandemic (e.g. use of alternative strategies and remote modalities); and
 - c. Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.
4. The **RATER REMARKS** column shall be accomplished by the designated Rater, as provided in DO No. 2, s. 2015 (DepEd RPMS Guidelines).
5. The accomplished form should be signed by the Ratee, Rater, and endorsed to the designated PMT, through the PMT Secretariat. The PMT shall review and recommend the Office Performance Calibration Form to the Approving Authority for approval or disapproval vis-a-vis the set parameters.
6. Upon signing by the Approving Authority, the Office Performance Calibration Form (**Annex B-1**) shall be returned to Head of Office for documentation purposes until a date for the submission of the calibrated OPCRF has been issued by the respective Personnel Division/Section/Unit.
7. Guided by the duly approved Office Performance Calibration Form (**Annex B-1**), the Head of Office/Functional Division/Unit shall reflect the calibrated performance objectives, indicators, and/or timelines (whichever is applicable) on the 2021 OPCRF.
8. The Calibrated 2021 OPCRF shall be the basis of the office performance review and evaluation (Phase III) by the authorized Rater and Approving Authority as prescribed in DO No. 2, s. 2015, for review and approval. Initial self-rating shall be encouraged prior to the Rater-Ratee discussion.

B. Guide on How to Calibrate CY 2021 Individual Performance Targets

Reminders

- a. This Individual Performance Calibration Form shall be accomplished by individual personnel.
- b. Using the calibrated 2021 OPCRF and other references as may be applicable (e.g., approved Work and Financial Plan), revisit and review your performance objectives, timelines, weights, and indicators for 2021.
- c. Determine which among your office objectives, timelines, weights, and indicators need to be adjusted due to factors that are beyond the control of the individual employee.

Instructions

1. Using **Annex B-2**, indicate in the **IPCRF CONTENT** column the area of the IPCRF that needs to be amended. You may calibrate the following: *objectives, weight per KRA, timeline, and performance indicators (quality, efficiency, timeliness)*. Ensure that the changes to be made are aligned with the approved calibrated 2020 OPCRF.
2. In the next column, fill out the **PROPOSED AMENDMENT** indicating the proposed change in your 2021 IPCRF.
3. Under the **JUSTIFICATION** column, indicate the specific reason/s why the said area needs to be amended or calibrated. Justifiable or valid reasons for calibration shall be those factors that are considered beyond the control of the individual personnel. The specific reasons and possible considerations should fall under the following parameters:
 - a. Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to the implementation of the Basic Education Learning Continuity Plan (BE-LCP), as approved by the Head of Office;
 - b. Changes/adjustments in the systems, processes, and strategies involved in the delivery and/or performance of planned/committed targets due to the pandemic (e.g. use of alternative strategies or remote modalities); and
 - c. Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.
4. The **RATER REMARKS** column shall be accomplished by the designated Rater, as provided in DO No. 2, s. 2015 (DepEd RPMS Guidelines).
5. The accomplished form should be signed by the Ratee, Rater, and Approving Authority.
6. Upon signing by the Approving Authority, the Individual Performance Calibration Form (Annex B-2) shall be returned to Head of Office for documentation purposes until a date for the submission of the calibrated IPCRF has been issued by the respective Personnel Division/Section/Unit.
7. Guided by the duly approved Individual Performance Calibration Form, the individual personnel shall reflect the calibrated performance objectives, indicators, and/or timelines (whichever is applicable) on the initial 2021 IPCRF.
8. The Calibrated 2021 IPCRF shall be the basis of the individual performance review and evaluation (Phase III) by the authorized Rater and Approving Authority as prescribed in DO No. 2, s. 2015, for review and approval. Initial self-rating shall be encouraged prior to the Rater-Ratee discussion.

Office Performance Calibration Form

#	ORIGINAL OPCRf CONTENT (Based on approved 2021 OPCRf)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
1	Example - Objective: Obj. 1: Released draft policy on Enhanced DepEd RPMS Guidelines to Bureau Director by December 2021	Remove Obj. 1 and reschedule for CY December 2022	Due to COVID-19, there was a reprioritization of office PAs	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
2	Example - Timeline: Obj. 3 timeline is August 2021	Change Obj 3 timeline from August 2021 to December 2021	Adjusted timeline because of change in program design of the activity	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
3	Example - Weight per KRA: Obj 7 weight is 15%	Change Obj 7 weight to 20%	There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAs	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
4	Example - Performance Indicator: Obj 9 Conducted	Change Efficiency Performance Indicator to: 5-Conducted online	Due to COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended

Office Performance Calibration Form

#	ORIGINAL OPCRf CONTENT (Based on approved 2021 OPCRf)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
1	<p>Example - Objective: Obj. 1: Released draft policy on Enhanced DepEd RPMS Guidelines to Bureau Director by December 2021</p>	Remove Obj. 1 and reschedule for CY December 2022	Due to COVID-19, there was a reprioritization of office PAPS	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
2	<p>Example - Timeline: Obj. 3 timeline is August 2021</p>	Change Obj 3 timeline from August 2021 to December 2021	Adjusted timeline because of change in program design of the activity	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
3	<p>Example – Weight per KRA: Obj 7 weight is 15%</p>	Change Obj 7 weight to 20%	There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPS	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
4	<p>Example – Performance Indicator: Obj 9 Conducted</p>	Change Efficiency Performance Indicator to: 5-Conducted online	Due to COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:

Individual Performance Calibration Form

#	IPCRF CONTENT (Based from approved IPCRF)	Proposed Amendment	Justification	Rater Remarks
1	Example - Objective: Obj. 1: Drafted revised policy on the RPMS Guidelines	Remove Obj. 1 and reschedule for CY December 2021	Due to COVID-19, there was a reprioritization of office PAPS	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:
2	Example - Timeline: Obj. 3 timeline is May 2020	Change Obj 3 timeline from May 2021 to August 2021	Adjusted timeline because of change in program design of the activity	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:
3	Example – Weight per KRA: Obj 7 weight is 15%	Change Obj 7 weight to 10%	There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPS	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:
4	Example – Performance Indicator: Obj 9 Provided technical assistance to personnel on the crafting of their IPCRF (Efficiency Performance Indicator): 5-Provided technical assistance to 100% RO personnel	Change Efficiency Performance Indicator to: 5-Provided technical assistance to 100% RO personnel through virtual meeting 4-Provided technical assistance to at least 80% RO personnel through virtual meeting	Due to COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:

<p>capacity building to field personnel (Efficiency Performance Indicator):</p> <p>5-Conducted workshop in all target regions</p> <p>4-Conducted workshop in at least 7 regions</p> <p>3-Conducted workshop in at least 14 regions</p> <p>2-Conducted workshop in at least 10 regions</p> <p>1-Conducted workshop in below 7 regions</p>	<p>workshop in all target regions</p> <p>4-Conducted online workshop in at least 14 regions</p> <p>3- Conducted online workshop in at least 10 regions</p> <p>2- Conducted online workshop in at least 7 regions</p> <p>1- Conducted online workshop in below 7 regions</p>	<p>Remarks:</p>	<p>Remarks:</p>
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**Add rows as may be necessary*

Prepared by: _____

Name of Ratee and Position
Date: _____

Endorsed by: _____

Name of Rater and Position
Date: _____

Recommended by: _____

Approved by: _____

Name of PMT Chair or Designated PMT Representative
Date: _____

Name of Authority and Position
Date: _____

<p>4- Provided technical assistance to at least 80% RO personnel 3- Provided technical assistance to at least 60% RO personnel 2- Provided technical assistance to at least 40% RO personnel 1- Provided technical assistance to below 39% of RO personnel</p>	<p>3- Provided technical assistance to at least 60% RO personnel through virtual meeting 2- Provided technical assistance to at least 40% RO personnel through virtual meeting 1- Provided technical assistance to below 39% of RO personnel through virtual meeting</p>		
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**Add rows as may be necessary*

Prepared by: _____

Endorsed by: _____

Name of Ratee and Position _____
Date: _____

Name of Rater and Position _____
Date: _____
Approved by: _____

Name of Authority and Position _____
Date: _____