



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

December 29, 2021

**REGIONAL MEMORANDUM**

No. **000904** s. 2021

**PREPARATION AND SUBMISSION OF 2022 TARGET OFFICE PERFORMANCE  
COMMITMENT AND REVIEW FORMS (OPCRFs) OF SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Performance Management Team (PMT), reminds the Schools Division Offices (SDOs) on the preparation and submission of the Schools Divisions' 2022 Target Office Performance Commitment and Review Forms (OPCRFs) based on the attached suggested template with the unified Key Results Areas (KRAs) and Objectives. The original or properly scanned copies of the said document shall be submitted to Policy, Planning, and Research Division (PPRD) through [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph) on or before January 14, 2022.
2. The SDOs are given the leeway to craft the objectives per KRA and set corresponding weight per KRA and objective. However, the core KRAs shall have the biggest weight. The weight per objective shall be based on the degree and of importance, priority, complexity, scope, and magnitude of the task or responsibility. The concerned Head of Office will refer to compendium the statement of objectives per KRA or may augment complementary objectives based on the present and actual context and priority programs and projects of the Division Office. To ensure alignment of SDO OPCRFs with that of the Region so that SDOs are contributing to the attainment of targets of the whole region, a copy of the Region's OPCRF will be provided to the Schools Division Superintendents as reference.
3. In measuring the performance outputs for each objective, the Offices shall set the parameters in terms of quality, efficiency, and timeliness. The rubrics that shall be used in quantifying and qualifying the actual accomplishments based on the targets shall ensure that the rating is objective, impartial, and verifiable. The Offices are given the options to design a rubric that shall cover the three dimensions of performance indicators or to set a specific rubric for each dimension. However, not all of these dimensions may be applied or included depending on the nature of the tasks being undertaken.



4. Attached are the OPCRf templates of the SDS, SGOD Chief and CID Chief for reference. Hence, Regional Memorandum No. 201 s. 2021 dated February 19, 2021 particularly the provision prescribing the OPCRf Template for SDOs is hereby modified accordingly.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

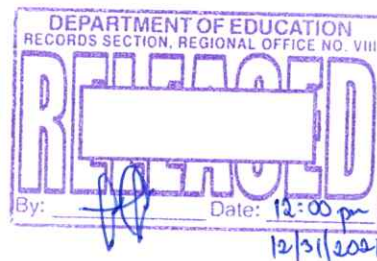
for: *rlm*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: 2022 Unified OPCRf Template  
References: DO 2, s. 2015; RM 111, s. 2021; Compendium Version 2 Office Functions of Schools  
Division Office

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

IPCRf          OPCRf          PERFORMANCE          PMT

PPRD-TCPJ





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

Enclosure No. 1

**2022 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

Name of Employee: <b>(ALL IN UPPERCASE)</b> Position: <b>Schools Division Superintendent</b> Division: Rating Period: <b>January to December 2022</b>	Name of Rater: <b>DR. BEBIANO I. SENTILLAS, CESO V</b> Position: <b>OIC-Assistant Regional Director</b> Date of Review:
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PREXC	KRAs	TO BE FILLED IN DURING PLANNING				TO BE FILLED DURING EVALUATION				
		OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING			SCORE
						Q	E	T	Ave	
	<b>KRA 1. Strategic Management and Operations</b>									
	<b>KRA 2. Curriculum and Instruction Management</b>									
	<b>KRA 3. Human Resource Development and Management</b>									
	<b>KRA 4. Resource Management</b>									
	<b>KRA 5. Partnership and Linkages</b>									



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Enclosure No. 2

**2022 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

Name of Employee: <b>(ALL IN UPPERCASE)</b> Position: <b>Chief Education Supervisor-SGOD</b> Division: Rating Period: <b>January to December 2022</b>	Name of Rater: <b>(ALL IN UPPERCASE)</b> Position: Date of Review:
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PREXC	KRAS	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	TO BE FILLED DURING EVALUATION								
						ACTUAL RESULTS	Q	E	T	Ave	SCORE			
	KRA 1. Support Services Management													
	KRA 2. Planning and Research													
	KRA 3. Community Level Linkages and Partnership													
	KRA 4. Human Resource Development													
	KRA 5. Quality Assurance													
	KRA 7. Unit Performance													



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Enclosure No. 3

**2022 OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

Name of Employee: <b>(ALL IN UPPERCASE)</b> Position: <b>Chief Education Supervisor-CID</b> Division: Rating Period: <b>January to December 2022</b>	Name of Rater: <b>( ALL IN UPPERCASE)</b> Position: Date of Review:
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PREXC	KRAS	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	TO BE FILLED DURING EVALUATION				
						ACTUAL RESULTS	RATING			SCORE
						Q	E	T	Ave	
	<b>KRA 1. Instructional Management</b>									
	<b>KRA 2. Assessment of Learning</b>									
	<b>KRA 3. Learning Resources Materials Management and Development</b>									
	<b>KRA 4. Unit Performance</b>									
	<b>KRA 5. Other Duties</b>									



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Department of Education Regional Office VIII (Eastern Visayas)

			<b>TOTAL</b>	<b>100%</b>					
<i>*To get the score, the rating is multiplied by the weight assigned</i>									OVERALL RATING FOR ACCOMPLISHMENTS

Signature Name Position	(NAME IS WRITTEN IN UPPERCASE) Assistant Schools Division Superintendent <b>Rater</b>	(NAME IS WRITTEN IN UPPERCASE) Chief Education Supervisor <b>Ratee</b>	(NAME IS WRITTEN IN UPPERCASE) Schools Division Superintendent <b>Approving Authority</b>



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

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

RATING	ADJECTIVAL RATING
4.500 – 5.000	Outstanding
3.500 – 4.499	Very Satisfactory
2.500 – 3.499	Satisfactory
1.500 – 2.499	Unsatisfactory
Below 1.499	Poor

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

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

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

**Grievances and Appeals**

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