



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



24 May 2024

OFFICE MEMORANDUM
ORD-2024- 603

To: All Regional Office Personnel

**AMENDMENTS TO MEMORANDUM NO. ROP 102 S. 2022 (DEPED NCR
COMPETENCY-BASED PERFORMANCE MANAGEMENT SYSTEM GUIDELINES)**

- Pursuant to DO 2 s. 2015 "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education", CSC Memorandum Circular No. 19 s. 2016 otherwise known as the "Program to Institutionalize Meritocracy and Excellence in Human Resource Management" (PRIME-HRM), and in accordance with the Memorandum DM-HROD-2023-0617- "DepEd RO and SDO Office Functions Version 3", all Regional Office Personnel (ROP) are hereby informed of the above-captioned subject.
- The attached DepEd NCR Competency-Based Performance Management System Guidelines (CPMS) have been updated to incorporate related guidelines and the use of an automated PRIME Performance Management System (PPMS). These changes likewise align with the MATATAG Agenda, which is focused on "Take steps to accelerate the delivery of basic education facilities and services." Hence, amendments of some items, specifically on the following;

ITEMS, AREAS, AND SECTIONS	AMENDMENTS
II. Objectives and Framework -Objectives 1-8	
1) align office and individual functions and commitments with the DepEd NCR Regional Office strategic directions;	1) align office and individual functions and commitments with the DepEd NCR Regional Office strategic directions and Organization Outcomes;
2) Anchor roles and targets of the Chief Education Supervisors (CESs), Education Program Supervisors (EPSs), and the DO 25, s. 2020 - "National Adoption and Implementation of the Philippine Professional Standards for Supervisors". Similarly, the School Heads' roles and targewets to anchor on	2. anchor roles and targets of the Chief Education Supervisors (CESs), Education Program Supervisors (EPSs) on and the DO 25, s. 2020 - "National Adoption and Implementation of the Philippine Professional Standards for Supervisors".



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F008	Rev	00
Effectivity	01.26.23	Page	1 of 23



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

D.O. No. 24 s. 202- National Adoption and Implementation of the Philippine Professional Standards for School Heads”.	
3. Track accomplishments against the objectives to determining appropriate and corrective actions if needed;	3. track accomplishments against the objectives through the utilization of the PPMS the determining appropriate and corrective actions if needed;
4. Provide feedback on the progress of employees’ work performance and accomplishments based on clearly defined goals and objectives;	4. provide feedback on the progress of employees’ work performance and accomplishments based on clearly defined goals and objectives through coaching and mentoring;
5) Provide guideleines on the anlysis of OPCRF/IPCRF of the regionjal oficie and SDOs through the constituted PMT for RO Proper and NCR.	5) provide specific timelines for monitoring of employees’ performance and submission of monitoring reports, OPCRF/IPCRF to the concerned offices; establish mechanisms in the review and evaluation of individual and office performance.
6) Provide specific trimelines for momnitoring of employee’ performance and submission of monitoring reports, OPCRF/IPCRF to the concerned offices.	6) establish mechanisms in the review and evaluation of individual and office performance.
7) Serve as a tool for enhancment of employees’ competencies and performance capacity building through the Individual Development Plan, and	7) serve as a source of data for the results of Individual Development Plan (IDP), and Learning and Development Needs Analysis (LDNA) for crafting interventions in the enhancement of employees’ competencies and performance, and
8) Identify the link of the Performance Mangement to otehr Human Resource System particularly on Learning and Developent and Rewards and Recognition.	8) illustrates the link of Performance Management to other Human Resource Systems particularly on Learning and Development and Rewards and Recognition.



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Part IV Performance Cycle/Process

A. Phase I. Performance Planning and Commitment

<p>A. Phase I. Performance Planning and Commitment-</p> <p>The following are the Standard Operational Processes to be observed by the PMT, Division Chiefs, Unit Heads, and all RO employees.</p>	<p>A. Phase I. Performance Planning and Commitment-</p> <p>Standard Operational Processes to be observed by the PMT, Division Chiefs, Unit Heads, and all RO employees</p>
<p>1. The Regional Director presents the Department's Strategic Priorities/OPCRF to which the Chiefs of the functional divisions shall align their individual KRAs, roles, and targets to be reflected in their OPCRf.</p>	<p>1. The Regional Director through a Regional Executive Committee Meeting shall present the Regional Strategic Priorities to which the chiefs of the functional divisions shall align their OPCRf.</p>
<p>2. A Regional HR Assembly shall be held to present the Department's Strategic Priorities, explain, and discuss the pertinent provisions of the RPMS Guidelines and prepare the harmonized the calendar of activities.</p>	<p>2. The Regional HR Assembly shall be held to present, explain, and discuss the Regional Strategic Priorities, RPMS Guidelines, orientation on the use of PPMS, and disseminate the harmonized Calendar of Activities.</p>
<p>3. In a scheduled date, the Chiefs of the Functional Divisions shall present their OPCRf to the Performance Management Team (PMT). The Assistant Regional Director, as the Chairman of the PMT, shall recommend the approval of the OPCRf of the Chiefs of the Functional Divisions.</p>	<p>3. On a scheduled date, the Chiefs of the Functional Divisions shall present their OPCRf to the Performance Management Team (PMT). The Assistant Regional Director, as the Chairman of the PMT, shall recommend the approval of the OPCRf of the Chiefs of the Functional Divisions to the Regional Director.</p>
<p>4. Once the OPCRf is approved, the chief of the Functional Division shall discuss the OPCRf with his/her subordinates. OPCRf and IPCRf template is displayed in Annex F and G.</p>	<p>4. Once the OPCRf is approved, the chief of the Functional Division shall discuss the OPCRf with his/her subordinates. The OPCRf is displayed in Annex F which is embedded in the PPMS.</p>
<p>5. a. i. Office KRAs, objectives, and performance indicators must be anchored on the overall organizational outcomes and PPSS Domains .</p>	<p>5. a. i. Office KRAs, objectives, and performance indicators must be anchored on the overall organizational outcomes. Chief Education Supervisors shall likewise integrate the PPSS Domains with the Office KRAs, objectives, and performance indicators.</p>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

5. a. ii. Individual KRAS, Objectives and performance indicators must be anchored on Office KRAs and objectives, and PPSS Domains.	5. a. ii. Individual KRAS, Objectives and performance indicators must be anchored on Office KRAs. Education Program Supervisors shall likewise integrate the PPSS Domains with their Individual and Office KRAs, objectives, and performance indicators.															
5. c. The Division Chiefs/ Heads shall provide technical inputs in defining KRAs, setting objectives, identifying timelines, assigning weight, and crafting performance indicators.	5. c. The Division Chiefs/ Heads shall provide technical inputs in defining KRAs, setting objectives, identifying timelines, assigning weight, and crafting performance indicators. IPCRF is displayed in Annex G which is likewise embedded in the PPMS.															
5. e. The rater and ratee commit and reach an agreement by signing the OPCR and IPCRF. This shall be approved by the approving authority: OPCR of the Division Chiefs by the Regional Director : IPCRF of the Section /Unit Heads by the Assistant Regional Director	5. e. The rater and ratee commit and reach an agreement by signing the OPCR and IPCRF. This shall be approved by the approving authority. Below is the Approving Authority of the Ratees and Raters; <table><tr><th>Ratee</th><th>Rater</th><th>Approving Authority</th></tr><tr><td>Functional Division Chief</td><td>Asst. Regional Director</td><td>Regional Director</td></tr><tr><td>Unit/Section Head</td><td>Functional Division Chief</td><td>Asst. Regional Director</td></tr><tr><td>Employee under the supervision of the Functional Division Chief</td><td>Functional Division Chief</td><td>Asst. Regional Director</td></tr><tr><td>Employee under the supervision of the Unit/Section Head</td><td>Unit/Section Head</td><td>Functional Division Chief</td></tr></table>	Ratee	Rater	Approving Authority	Functional Division Chief	Asst. Regional Director	Regional Director	Unit/Section Head	Functional Division Chief	Asst. Regional Director	Employee under the supervision of the Functional Division Chief	Functional Division Chief	Asst. Regional Director	Employee under the supervision of the Unit/Section Head	Unit/Section Head	Functional Division Chief
Ratee	Rater	Approving Authority														
Functional Division Chief	Asst. Regional Director	Regional Director														
Unit/Section Head	Functional Division Chief	Asst. Regional Director														
Employee under the supervision of the Functional Division Chief	Functional Division Chief	Asst. Regional Director														
Employee under the supervision of the Unit/Section Head	Unit/Section Head	Functional Division Chief														



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

B. Phase II. Performance Monitoring and Coaching	
<p>3. Downey's TGROW Model may be adapted as a tool to easily identify and provide relevant solutions to concerns.</p> <p>Using the tool, the coach/mentor serves as a facilitator, guides the coachee/mentee in choosing the best options. This will provide the latter with the opportunity to develop one's career and improve one's work performance according to his perceived needs. Similarly, it will help the personnel gain clarity on what goals to achieve.</p>	<p>3. Downey's TGROW Model may be adapted as a tool to easily identify and provide relevant solutions to concerns.</p> <p>Using the RPMS tools in Phase II of the PPMS, the coach/mentor serves as a facilitator and guides the coachee/mentee in choosing the best options. This will provide the latter with the opportunity to develop one's career and improve one's work performance according to his perceived needs. Similarly, it will help the personnel gain clarity on what goals to achieve.</p>
Coaching /Mentoring Plan Based on TGROW Model	
<p>TGROW stands for Topic, Goal, Reality, Options, and Way Forward. Details of the stages are discussed as follows:</p>	<p>DepEd NCR shall adopt Downey's TGROW Model in the provision of coaching and mentoring. TGROW stands for Topic, Goal, Reality, Options, and Way Forward. Details of the stages are discussed as follows:</p>
<p>5. The template on Monitoring and Coaching shows how to address a particular gap/s in the employee's work performance. The action plan may be crafted by the individual employee based on their assigned PPAs. Performance Monitoring and Coaching Form is attached as Annex A.</p>	<p>5. The RPMS Tool templates in Phase II of the PPMS shall serve as guide on how to address a particular gap/s in the employee's work performance. The action plan may be crafted by the individual employee based on their assigned PPAs with the help of the immediate superior. For reference, RPMS Tool Templates are attached in Annexes A, B, and C, which are likewise embedded in the PPMS.</p>
The Monitoring and Coaching Form	
<p>c. Activity. (PPA assigned and other related tasks given). This refers to a specific Program, Project, Activities, and other related works assigned to an employee.</p>	<p>c. KRA/Activity. This is a mandate and or PPA assigned and other related tasks given. PPA stands for a specific Program, Project, Activities, and other related works assigned to an employee.</p>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

C. Phase III. Performance Review and Evaluation	
<p>1. The performance review and evaluation is done on a semestral basis as follows: First Semester –Last week of June Second Semester –First Week of December</p>	<p>1. The performance review and evaluation are done on a semestral basis as follows: First Semester – done in the Last week of June. Second Semester – done on the First Week of December</p>
<p>3. A Mid-year Performance Review will be utilized to determine the achievement of deliverables. In exceptional cases when there is an intervening event beyond the control of the employee, a one-time recalibration of office and individual objectives will be allowed during the mid-year review to ensure the alignment of KRAs with the organizational goals. The Individual Performance Calibration Form is attached in Annex D and E.</p>	<p>3. A Mid-year Performance Review shall be done to determine the achievement of deliverables. In exceptional cases when there is an intervening event beyond the control of the employee, a one-time recalibration of office and individual objectives will be allowed during the mid-year review to ensure the alignment of KRAs with the organizational goals. The Individual Performance Calibration Form is attached in Annex D and E. (This should not be utilized to adjust when the target is not met).</p>
<p>4. The PMT and the Division Chiefs/ Section/Unit Heads shall carefully check and ensure that the KRAs and objectives are contributing/aligned to the organizational goal and objectives as well as to the PPSS Domains towards the agency's accomplishments.</p>	<p>4. Should there be calibrated OPCRf, the presentation before the PMT shall be done as scheduled. Adjustment on the IPCRF shall be scheduled right after the adjusted OPCRf has been approved.</p>
<p>5. The PMT and the Division Chiefs/ Section/Unit Heads shall conscientiously verify who meet or exceed in the competency requirements based on the results of the competency ratings accomplished individually by the employees. This would be the bases for identifying gaps, establishing remedial trainings, performance appraisal, and rewarding. These competencies shall be monitored for developmental purposes and shall not be reflected in the rating.</p>	<p>5. The PMT and the Division Chiefs/ Section/Unit Heads shall carefully check and ensure that the KRAs and objectives are contributing/aligned to the organizational goal and objectives as well as to the PPSS Domains towards the agency's accomplishments.</p>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

6. In evaluating the individual's demonstration of competencies, the rating scale is presented below.

SCALE	DEFINITION
5	Role model
4	Consistently demonstrates
3	Most of the time demonstrates
2	Sometimes demonstrates
1	Rarely demonstrates

5 (role model) - all competency indicators
4 (consistently demonstrates) - four competency indicators
3 (most of the time demonstrates) - three competency indicators
2 (sometimes demonstrates) - two competency indicators
1 (rarely demonstrates) - one competency indicator

6. The PMT and the Division Chiefs/Section/Unit Heads shall conscientiously verify who meets or exceeds the competency requirements based on the results of the competency ratings accomplished individually by the employees. This would be the basis for identifying gaps, establishing remedial training, performance appraisal, and rewarding. These competencies shall be monitored for developmental purposes and shall not be reflected in the final rating.

7. Self-rating of the OPCR/IPC RF be required prior to the rater-ratee discussion.

7. In evaluating the individual's demonstration of competencies, the rating scale is presented below.

SCALE	DEFINITION
5	Role model
4	Consistently demonstrates
3	Most of the time demonstrates
2	Sometimes demonstrates
1	Rarely demonstrates

5 (role model) - all competency indicators
4 (consistently demonstrates) - four competency indicators
3 (most of the time demonstrates) - three competency indicators
2 (sometimes demonstrates) - two competency indicators
1 (rarely demonstrates) - one competency indicator

8. The final OPCR/IPC RF shall be agreed upon by the PMT and Division Chiefs as ratees. The IPCRF shall be agreed upon by the respective Chiefs/Section/Unit Heads and ratees. Ratees shall present the Means of Verifications.

8. **Accomplishment of Competencies.** There are three (3) sets of competencies to be exhibited by the employees in the workplace at all times which are found in Phase II of the system namely, Core Behavioral Competencies, Core Skills, and Leadership Skills. In accessing the system, the first two sets of competencies shall be accomplished by all Regional Office Employees while the last set which is the Leadership Competencies shall be accomplished by the Functional Division Chiefs, Unit and Sections Heads, Education Program Supervisors, and other employees who hold managerial positions.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

<p>9. If the rating of the OPCR/IPCRRF is Unsatisfactory/Poor, the PMT and or the Division Chiefs/Section/Unit heads shall inform the Division and or the ratee. Coaching feedback and appropriate intervention shall be provided where and when necessary.</p> <p>9.1 Relevant learning and developmental needs of the employee shall be identified based on the result of the performance evaluation to be reflected in the part IV of the IPCR.</p>	<p>9. Learning and Development Needs Assessment (LDNA). To identify the individual competencies to be enhanced, the PRIME PMS system provides three assessors per employee aside from the self-assessment, namely, peer, subordinate, and immediate superior assessors. The assessment results provide the employee's gained ratings with the following categories: Exceeds, Match, and not Match. Middle-level Managers are included in the assessment.</p>
<p>10. When necessary, the PMT may convene through a Kumustahan to discuss relevant issues and concerns on performance management and come up with agreement or solutions.</p> <p>Kumustahan (from the Tagalog word "Kumusta" which means way of knowing the situation of a person) is a term for the gathering of a group of people in an organization either through face-to-face or virtual interaction to share information or discuss relevant issues and concerns in order to reach an agreement towards the attainment of common goals.</p>	<p>10. LDNA Results. The LDNA results together with the IDP results shall be the basis for developing the prioritized initiatives and interventions.</p>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

11. **Rubrics for Performance Measures.** To have uniformity in quantifying the performance measures, below are the suggested rubrics for performance measures that shall serve as a guide in crafting specific indicators.

Rubrics for Performance Measures. Below are the suggested descriptions for quantifying the performance measures. It shall serve as a guide in crafting specific indicators. However, ratees may deviate from this template and craft their specific rubrics to achieve their objectives. The attached Enhanced Performance Indicators for Common Functions across Positions may likewise serve as a reference.

		CATEGORIES OF PERFORMANCE MEASURES		
Scale	Range	Effectiveness/Quality - the extent to which actual performance compares with targeted performance. The degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.	Efficiency -the extent to which time or resources are used for the intended task or purpose. Measure whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort. In management, efficiency relates to doing the things right.	Timeliness - measures whether the deliverable was done on time based on the requirements of the rules and regulations, and/or clients/ stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills, and other time-sensitive expectations.
		Tasks accomplished with no error.	96-100% of the tasks were accomplished.	Accomplished/ Conducted /Attended as scheduled/ prior to deadline
		Gained a rating between 4.00 to 4.50 or Outstanding in the QAME Result.		Accomplished with in the 25% of the allotted time
		96-100% compliance with quality standards.		Received documents and



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

5	4.50-5.00	96-100% received documents and correspondence were properly recorded and disseminated	correspondence in a day were immediately recorded and disseminated within the day of receipt
		Excellently conducted preventive maintenance of the service vehicle before and after use	Always conducted preventive maintenance of the service vehicle before and after use
		Travel, leave, and transfer requests were excellently acted upon	96-100% travel, leave, and transfer requests were acted upon
			96-100% deducted/withheld are remitted
		Documents received daily were always checked.	96-100% of documents received daily were filed and encoded in the Database
4	3.50-4.49	Tasks accomplished with one or two minor errors.	3 days after
		Participants gave a rating between 2.50 to 3.49 or Outstanding in the QAME Result.	90-95% of the tasks were accomplished.
		90-95% compliance to quality standards	Accomplished within 50% of the allotted time
		90-95% received documents and correspondence were properly recorded and disseminated	Received documents and correspondence in a day were recorded and disseminated the following day
		Very satisfactorily conducted preventive	Often conducted preventive



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3	2.50-3.49	maintenance of the service vehicle before and after use	maintenance of the service vehicle before and after use	
		Travel, leave, and transfer requests were Very satisfactorily acted upon	90-95% travel, leave, and transfer requests were acted upon	3 days after
			90-95% deducted/withheld are remitted	Prepared within 15 days following the month
		Documents received daily were usually checked.	90-95% of documents received daily were filed and encoded in the Database	3 days after
	2.50-3.49	Tasks accomplished with three-to four minor errors.	85%-89% of the tasks were accomplished.	5 days after
		Outstanding in the QAME Result.		
		Participants gave a rating between 1.50 to 2.49 or Outstanding in the QAME Result.		accomplished within the allotted time.
		85-89% compliance to quality standards		
		85-89% received documents and correspondence were properly recorded and disseminated		Received documents and correspondence in a day were recorded and disseminated 2 days after
		Satisfactorily conducted preventive maintenance of the service vehicle before and after use	Sometimes conducted preventive maintenance of the service vehicle before and after use	



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2		Travel, leave, and transfer requests were satisfactorily acted upon	85-89% travel, leave, and transfer requests were acted upon	5 days after
			90-95% deducted/withheld are remitted	Prepared within 20 days following the month
		Documents received daily were frequently checked.	85-89% of documents received daily were filed and encoded in the Database	5 days after
	1.50-2.49	Tasks accomplished with more than five errors.	80-84% of the tasks were accomplished.	8 days after
		Participants gave a rating between 1.00 to 1.49 or Outstanding in the QAME Result.		accomplished beyond 25% of the allotted time
		80-84% compliance to quality standards		
		80-84% received documents and correspondence were properly recorded and disseminated		Received documents and correspondence in a day were recorded and disseminated 3 days after
		Unsatisfactorily conducted preventive maintenance of the service vehicle before and after use	Occasionally conducted preventive maintenance of the service vehicle before and after use	
		Travel, leave, and transfer requests were unsatisfactorily acted upon	80-84% travel, leave, and transfer requests were acted upon	8 days after
			80-84% deducted/withheld are remitted	Prepared within 25 days following the month



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

		Documents received daily were sometimes checked.	80-84% of documents received daily were filed and encoded in the Database	5 days after
1	1.00-1.49	Tasks accomplished need total revision.	79% and below of the requirements are complied.	10 days after
		Activities did not pass through the QAME process.	79% and below accomplished.	accomplished beyond 50% or more of the allotted time
		79% and below accomplished to quality standards		
		79% and below received documents and correspondence were properly recorded and disseminated		Received documents and correspondence in a day were recorded and disseminated 4 days after
		Poorly conducted preventive maintenance of the service vehicle before and after use	Seldom conducted preventive maintenance of the service vehicle before and after use	10 days after
		Travel, leave, and transfer requests were poorly acted upon	79% and below travel, leave, and transfer requests were acted upon	
			79% and below deducted/withheld are remitted	Prepared within 30 days following the month
		Documents received daily were never checked.	79% and below of documents received daily were filed and encoded in the Database	10 days after

The performance indicators need not to have all three categories. Some performance may only be rated quality and efficiency, some on quality and timeliness and others on efficiency only.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	12. Self-rating of the OPCR/IPC/RF be required prior to the rater-ratee discussion.
	13. The final OPCR/RF rating shall be agreed upon by the PMT and Division Chiefs as ratees. The IPC/RF shall be agreed upon by the respective Chiefs/Section/Units Heads and Ratees. Means of Verifications that are uploaded by the respective Functional Divisions in the PPMS shall be utilized by the ratees upon validation.
	14. Validation of Outstanding ratings. The following are the key factors to consider in validating the Outstanding ratings in the OPCR/IPC/RF. a. Individual presentation of OPCR/IPC/RF. b. Alignment of objective statements and performance indicator. c. Alignment of uploaded MOVs with the performance indicator and performance measures. d. Alignment of provided rating with the objective. e. Determine the final rating
	15. Should the OPCR/IPC/RF rating be Unsatisfactory/Poor, the PMT and or the Division Chiefs/section/Unit heads shall inform the Division and or the ratee. Coaching feedback and appropriate interventions shall be provided where and when necessary.
	16. Relevant learning and developmental needs of the employee shall be identified based on the result of the performance evaluation reflected in part IV of the IPCR and LDNA results.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	17. When necessary, the PMT may convene through a <i>Learning Engagement Activity</i> "to discuss relevant issues and concerns on performance management and come up with agreement or solutions.
The DepEd NCR Performance Management Team (DepEd NCR PMT)	
<p>The Composition of the DepEd NCR Regional Office Proper Performance Management Team (PMT) is as follows;</p> <p>Adviser: Regional Director DepEd -NCR Chairperson: Assistant Regional Director</p> <p>Members: Chief, ASD Chief, CLMD Chief, ESSD Chief, Finance Division Chief, FTAD Chief, HRDD-NEAP Chief, PPRD Chief, QAD</p> <p>Level I Representative Level II Representative</p> <p>Secretariat: Administrative Officer V, ASD-Personnel Section</p> <p>(2) EPS II, HRDD NEAP</p> <p>PMT Technical Working Group Head, Legal Unit EPS, CLMD EPS, HRDD-NEAP EPS, FTAD EPS, PPRD Head, Records Section SAO, Finance Division Performance Management Focal Person</p>	<p>The Composition of the DepEd NCR Regional Office Proper Performance Management Team (PMT) is as follows;</p> <p>Adviser: Regional Director DepEd -NCR Chairperson: Assistant Regional Director</p> <p>Members: Chief, ASD Chief, Finance Division Chief, PPRD EPS PASS Representative NEU Regional Representative</p> <p>Secretariat: Performance Management Focal Person Administrative Officer V, ASD-Personnel Section (2) EPS II, HRDD NEAP</p>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Functions of The DepEd NCR Regional Office Proper Performance Management Team	
	Secretariat -Set a Consultation meeting with the PMT for the purpose of discussing the targets set and ratings in the Office Performance Commitment Form. -Serve as documenters during the PMT engagement activities. -Coordinate with FDs collaborate with the PMT members and perform other assigned tasks with the PPRD in the conduct of activities relative to the Regional Office PRIME Performance Management System.
Meetings of the PMT	
	PMT meetings shall be done based on the approved Calendar of activities. Special or Emergency meetings may be scheduled when necessary. PMT Members who are on official leave of absence are excused from attending meetings whether regular, special, or emergency.
V. Integration of Performance Management to other HR Systems	
	Par. 3 The implementation of the newly established DepEd NCR automated systems is vital in the operation of the four Human Resource Pillars. The automated systems are PRIME Performance Management System (PPMS), Learning and Development Information System (LDIS), and Human Resource Information System (HRIS). Utilizing these systems enables the employees across functional divisions to perform their tasks effectively and efficiently in which the organization's strategic goals have a greater chance to be attained.



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

The Four HR Systems	
<p>1. Recruitment, Selection, Placement and Induction (RSP) Attracts, finds, and hires the best-qualified candidates, from within or outside the organization, for vacant positions, in a timely and cost-effective manner. RSP integrates the employee to the organization, tracks records of the work-related activities, and continuously provides employee orientations on their rights, benefits and privileges to keep them motivated, informed, and updated.</p> <p>RSP ensures that the organization and its manpower are able to respond to the challenges and opportunities of the 21st century with a focus on the delivery of quality, accessible, relevant, and liberating basic education which includes policies and processes on application, evaluation, selection, and appointment for teaching positions pursuant to the 19887 Philippine Constitution, the Administrative Code of 1987 and Civil Service Rules and Regulations.</p>	<p>1. Recruitment, Selection, Placement and Induction (RSPI) Attracts, finds, and hires the best-qualified candidates, from within or outside the organization, to fill vacant positions, in a timely and cost-effective manner. Induction on the other hand is the process in which newly hired employees are introduced to and oriented on their new jobs and to adjust to their working environment. The adoption of HRIS helps the RSPI process faster and more convenient.</p> <p>RSPI tracks records of work-related activities and continuously provides employee orientation on their rights, benefits, and privileges to keep them motivated, informed, and updated. Likewise, RSPI ensures that the organization and its manpower are able to respond to the challenges and opportunities of the 21st century with a focus on the delivery of quality, accessible, relevant, and liberating basic education which includes policies and processes on application, evaluation, selection, and appointment for teaching positions pursuant to the 19887 Philippine Constitution, the Administrative Code of 1987 and Civil Service Rules and Regulations.</p>
<p>2. Learning and Development (L&D) Defines the stepwise processes of the L&D subsystems, i.e., LDNA, L&D Planning, L&D Program Designing, L&D Program Delivery and QAME, to ensure that the appropriate L&D interventions are given to the deserving personnel based on the L&D priorities and identified gaps.</p> <p>1. The IDP of all personnel is consolidated to serve as input to</p>	<p>3. Learning and Development (L&D) Defines the stepwise processes of the L&D subsystems, i.e., LDNA, L&D Planning, L&D Program Designing, L&D Program Delivery and QAME, to ensure that the appropriate L&D interventions are given to the deserving personnel based on the L&D priorities and identified gaps which are generated through the PPMS.</p> <p>a) The IDP of all personnel is</p>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

officials and employees for their creativity, innovativeness, efficiency, integrity, and productivity in the public service whether individual or in groups, as well as their suggestions, inventions, superior accomplishment, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.	The data provided by the PM pillar serves as the basis for determining potential employees. The R&R pillar recognizes and rewards officials and employees for their creativity, innovativeness, efficiency, integrity, and productivity in public service whether as an individual or in groups, as well as their suggestions, inventions, superior accomplishments, and other personal efforts that contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.
--	--

3. Regional Memorandum on Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards is likewise attached as reference. OPCRf, and other RPMS tools to be used can be accessed and downloaded through the following links:

- a) <https://tinyurl.com/OPCRF2024onwards>
- b) <https://tinyurl.com/OPCRFmidyrreview-temp2024>
- c) <https://tinyurl.com/PMCF2024>
- d) <https://tinyurl.com/OfficecalibrationF2024>

4. Other provisions stipulated in the guidelines shall remain in force. These updates shall take effect immediately on the date of approval and release of this Memorandum.

6. For information, guidance, and strict compliance.


JOCELYN DR. ANDAYA
Director IV

/rjcepshrdd



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F008	Rev	00
Effectivity	01.26.23	Page	19 of 23



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

officials and employees for their creativity, innovativeness, efficiency, integrity, and productivity in the public service whether individual or in groups, as well as their suggestions, inventions, superior accomplishment, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or service in the public interest.

The data provided by the PM pillar serves as the basis for determining potential employees. The R&R pillar recognizes and rewards officials and employees for their creativity, innovativeness, efficiency, integrity, and productivity in public service whether as an individual or in groups, as well as their suggestions, inventions, superior accomplishments, and other personal efforts that contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

3. Regional Memorandum on Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards is likewise attached as reference. OPCRf, and other RPMS tools to be used can be accessed and downloaded through the following links:

- a) <https://tinyurl.com/OPCRF2024onwards>
- b) <https://tinyurl.com/OPCRFmidyrreview-temp2024>
- c) <https://tinyurl.com/PMCF2024>
- d) <https://tinyurl.com/OfficecalibrationF2024>

4. Other provisions stipulated in the guidelines shall remain in force. These updates shall take effect immediately on the date of approval and release of this Memorandum.

6. For information, guidance, and strict compliance.

JOCELYN DR. ANDAYA
Director IV

/rjcepshredd



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F008	Rev	00
Effectivity	01.26.23	Page	19 of 23



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>the annual Regional Office Learning Plan.</p> <p>2. These will be used to identify various L&D Programs and interventions for all RO Personnel.</p> <p>3. The L&D Team provides a status report of accomplishment to the Chiefs of each FD and PMT.</p> <p>4. The Chief and the PMT consider the achievement of goals in the final rating of the IPCR and OPCRf respectively to see improvement in the KRAs.</p>	<p>consolidated to serve as input to the annual Regional Office Learning Plan.</p> <p>b) These will be used to identify various L&D Programs and interventions for all RO Personnel.</p> <p>c) The L&D Team provides a status report of accomplishment to the Chiefs of each FD and PMT.</p> <p>d) The Chief and the PMT consider the achievement of goals in the final rating of the IPCR and OPCRf respectively to see improvement in the KRAs.</p> <p>e) The LDIS records the identified developed competencies based on the training attended by the participants.</p>
<p>3. Performance Management (PM) Concretizes the linkage between organizational thrusts and the performance management system. It ensures organizational effectiveness and tracks individual improvement and efficiency by cascading the institutional accountabilities to various levels, units, and individual personnel as anchored on the establishment of a rational and factual basis for performance targets, measures, and accomplishments.</p>	<p>4. Performance Management (PM) Concretizes the linkage between organizational thrusts and the performance management system. It ensures organizational effectiveness and tracks individual improvement and efficiency by cascading the institutional accountabilities to various levels, units, and individual personnel as anchored on the establishment of a rational and factual basis for performance targets, measures, and accomplishments. Through the automated PPMS, individual and office performance is quickly gathered, interpreted, and analyzed.</p>
<p>4.4. Rewards and Recognition (R&R) Ensures the implementation of the Program on Awards and Incentives for Service Excellence (PRAISE) in DepEd NCR in recognizing and rewarding</p>	<p>4. Rewards and Recognition (R&R) Ensures the implementation of the Program on Awards and Incentives for Service Excellence (PRAISE) in DepEd NCR</p>




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



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

MEMORANDUM
DM-OUHROD-2024-0586

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development

SUBJECT : **INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE
PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS**

DATE : 27 March 2024

1. Pursuant to DepEd Order (DO) No. 2, s. 2015 or the *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education* and to ensure that the offices diligently and consciously integrate the agency priorities and strategic directions in work plans as determined during the office planning and commitment, this Department releases the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards**, including the revised Office Performance Commitment and Review Form (OPCRF).

2. This Interim Guidelines shall ensure that office plans, commitments, and performance account for the achievement and contribution of the different delivery units in all governance levels to the Agency's Organizational Outcomes as committed in the General Appropriations Act (GAA), Basic Education Development Plan (BEDP), and MATATAG Agenda, among others.

3. With this, offices shall utilize the **Office Performance Commitment and Review (OPCRF) Form, Revised 2024**, as attached in **Annex A**, in reflecting the commitments and performance based on its office mandates, in ensuring the immediate integration of and alignment with the Agency's Organizational Outcomes, and in reflecting office's contributions in achieving the strategic priorities set under



Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600
Telephone Nos. (+632) 86337206, (+632) 85338494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F008	Rev	00
Effectivity	01.26.23	Page	21 of 23



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

the MATATAG Agenda as well as their respective education development plans in the Region, Divisions, and schools as a direction in resolving basic education challenges.

4. The salient features of the revised OPCRF include the following:
 - a. Alignment of the office/school commitments with the overall Organizational Outcomes and Programs
 - b. Streamlining commitments and targets as follows:
 - i. **Commitment to Organizational Outcomes** – office commitments and accomplishments based on the office functions and Key Result Areas (KRAs) with clear attribution to their direct contribution to the organizational outcomes/outputs indicated in the GAA Programs/Subprograms outputs/outcomes, BEDP Pillars, and MATATAG Agenda.
 - ii. **Innovating and Intervening Accomplishments** – office outputs/outcomes enabling, supportive, and/or contributory to the achievement of the organizational commitments and office Key Result Areas (KRAs).
 - iii. **Organizational Effectiveness** – office accomplishments in relation to the Performance-Based Bonus (PBB) oversight requirements.
 - iv. **Leadership Competencies** – competencies expected of heads of functional offices who hold managerial and executive/supervisory positions.
 - v. **Core Behavioral Competencies** – individual competencies required from all DepEd personnel in all job groups within the organization, upholding the DepEd's core values and the Code of Conduct and Ethical Standards for Public Officials and Employees pursuant to RA 6713. They represent the way individuals embody and live the values of the organization and the civil service.
5. The revised OPCRF shall be used throughout the RPMS Cycle which covers the performance for one (1) whole year following a four-stage cycle, to wit: (i) Performance Planning and Commitment (Phase I); (ii) Performance Monitoring and Coaching (Phase II); (iii) Performance Review and Evaluation (Phase III); and (iv) Performance Rewarding and Development Planning (Phase IV).
6. The revised OPCRF shall be used by the heads of offices and functional offices/divisions/units in the Central, Regional, and Schools Division Offices, and heads of schools in the elementary and secondary levels. In addition, Assistant Directors in the CO, Assistant Regional Directors, Assistant Schools Division Superintendents, and Assistant School Principals shall likewise use the revised OPCRF to capture their specific performance contributing to the office/school plans and accomplishments.
7. To provide guidance to offices, ratees, and raters in office performance planning, monitoring, and assessment, the comprehensive **Interim Guidelines** is attached as **Annex B**.
8. Annexes of this Memorandum shall be made available for accessing/viewing and downloading at this link: <https://bit.ly/OPCRF2024Annexes>



Room 102, Rizal Building, DepEd Complex, Moricon Ave., Pasig City 1500
Telephone Nos.: (+632) 86337205, (+632) 86318494, (+632) 86366549
Email Address: usec.broad@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-004800	Rev	00
Effectivity	05.25.23	Page	2 of 3



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F008	Rev	00
Effectivity	01.26.23	Page	22 of 23



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

9. A series of national orientations shall be conducted to capacitate heads of offices and functional divisions in all governance levels on the interim guidelines and the accomplishment of the revised OPCR. A separate Memorandum shall be issued on this.

10. For more information, please contact the **Bureau of Human Resource and Organizational Development**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at hrhod@deped.gov.ph or telephone number (02) 8470-6630.

11. **Immediate dissemination of and strict adherence to this Memorandum is directed.**



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos. (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usechrhod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-CU-RDD	Rev	00
Effectivity	09.29.23	Page	3 of 3



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F008	Rev	00
Effectivity	01.26.23	Page	23 of 23