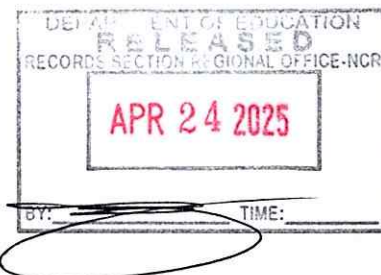




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 22, 2025

REGIONAL MEMORANDUM

No. 376 s. 2025

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

**REITERATION OF DM-OUHROD 2024-0922
ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF PERFORMANCE
MANAGEMENT AND EVALUATION SYSTEM (PMES)**

1. This Office hereby disseminates the attached Memorandum from the Undersecretary for Human Resource and Organizational Development on the Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES).
2. For instructional video clips in accomplishing Interim OPCRf for DepEd School Heads, access these resources through this link <https://bit.ly/InterimOPCRfVidTutorial2025>.
3. Annexes of this Memorandum shall be made available for accessing/viewing and downloading through this link: <https://tinyurl.com/DepEdRPMSLibrary>.
4. For inquiries and concerns, please contact Rhea B. Eden, Education Program Supervisor through email at hrdd.ncr@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is directed.

JOCELYN DR ANDAYA

Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



6 Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



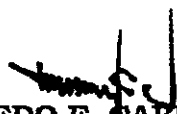


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0922

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**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF
PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM
(PMES)**

DATE : 10 APRIL 2025

1. With the conclusion of CY 2024 and SY 2024-2025 performance cycle as well as in preparation for the performance planning phase for CY 2025 and SY 2025-2026, this Department hereby provides **additional guidance on the Implementation of Performance Management and Evaluation System (PMES)**.
2. In adherence with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2012 titled, "*Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)*" and DepEd Order (DO) No. 2, s. 2015 titled, "*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)*", it shall be reiterated that the submission of performance appraisal documents is a mandatory requirement and shall have implications to both monetary and non-monetary performance-related incentives, such as step increments, mid-year and year-end bonuses, promotion, awards and recognition, educational support, training opportunities, and other related official travels.

3. To provide guidance on the Performance Review and Evaluation (Phase III and IV) for **CY 2024** and **SY 2024-2025** onwards, the instructions are as follows:

a. School Key Result Areas (KRAs) for School Heads

The school KRAs as attached in **Annex A: School KRAs** is provided herein for reference on the accomplishment of performance management documents of school heads.

Furthermore, school heads are being advised to integrate the relevant performance indicators outlined in DepEd Order No. 24, s. 2022 titled, **"Adoption of the Basic Education Development Plan 2030"** in crafting their OPCRf in the absence of a detailed *Accountability Matrix (Program Expenditure Classification "PREXC" indicators)* for the current and upcoming school years. This is to ensure relevant performance indicators and effective contributions to educational goals are captured and reflected in the office performance management form.

b. Competency Assessment under Part II of the Revised Office Performance Commitment and Review Form (OPCRF) per Memorandum DM-OUHROD-2024-0586:

- i. **Rating the Competencies.** In Part II of the OPCRf, the rater shall write the appropriate rating for **each** behavioral indicator observed using the 5-point rating scale shown in Table 1 below.

Table 1. DepEd Competencies Scale

Numerical Rating	Adjectival Rating	Definition
5	Role Model	Behavioral indicator is consistently exhibited and is worthy of emulation.
4	Consistently Demonstrated	Behavioral indicator is constantly shown.
3	Most of the Time Demonstrated	Behavioral indicator is often shown.
2	Sometimes Demonstrated	Behavioral indicator is irregularly shown.
1	Rarely Demonstrated	Behavioral indicator is seldom shown.

- ii. **Average per competency.** The average of the individual ratings for behavioral indicators shall be computed to get the rating for each Competency.

$$\text{Average} = \frac{BI\ 1 + BI\ 2 + BI\ 3 + BI\ 4 + BI\ 5}{5}$$

- iii. **Total Score (Weighted Average).** The total average for the set of competencies shall be multiplied with assigned weight. The weight allocation for the Leadership Competencies and Core Behavioral Competencies shall be 2.5% each respectively.

$$\text{Total Score (Weighted Average)} = \text{Average} \times 0.025 \text{ Weight Allocation}$$

The updated version of the Interim OPCRf is attached as **Annex B: Interim OPCRf-ver.Feb2025**.

c. Interim Ratee-Rater-Approving Authority Matrix for All School-Based Personnel

	RATEE	RATER	APPROVING AUTHORITY
1	School Head/Principal/OIC/TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Assistant School Principal	School Head	Assistant Schools Division Superintendent
3	Department Head	School Head	Assistant Schools Division Superintendent
4	Master Teacher (Elementary/JHS/SHS)	School Head	Assistant Schools Division Superintendent
5	Teacher (Elementary)	Master Teacher	School Head
6	Teacher with no Master Teacher (Elementary)	School Head	Assistant Schools Division Superintendent
7	Teacher (JHS)	Master Teacher/Department Head	School Head
8	Teacher with no Master Teacher/Department Head (JHS)	School Head	Assistant Schools Division Superintendent
9	Teacher (SHS)	Master Teacher/Assistant School Head	School Head
10	Teacher with no Master Teacher/Assistant School Head (SHS)	School Head	Assistant Schools Division Superintendent
11	ALS Teacher (School-based)	Master Teacher/Department Head	School Head
12	ALS Teacher (Community Learning Center)	Functional Division Chief for CID	Assistant Schools Division Superintendent
13	School-based Non-Teaching Staff (Administrative and Finance function such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer I)	School Head	Assistant Schools Division Superintendent

Note: In case there is no applicable rater or approving authority in schools, the rater and the approving authority shall be adjusted accordingly so that the next higher official shall perform such function.

6. For **CY 2025** and **SY 2025-2026** performance cycle, all DepEd offices and schools are hereby directed to use the generic term "*Current Administration Agenda*" in replacement of the "*MATATAG Pillars*" in ensuring alignment and attribution of the specific contributions and accomplishments under each of the Key Result Areas (KRAs) of all offices across governance levels and schools with the overall organizational goals of the Department.

A separate sheet in the *Interim OPCRf-ver.Feb2025* is provided to reflect this specific modification in the said header.

7. For school-based personnel who do not serve as heads of office (i.e., Head Teachers, Department Heads, and non-teaching staff) but are performing administrative functions shall accomplish their own Individual Performance Commitment and Review Form (IPCRF), as follows:

Position	Forms/Tools to be Used
Department Heads	IPCRF anchored on the OPCRf of the School Head
Head Teacher <i>with teaching load and administrative functions</i>	IPCRF anchored on the OPCRf of the School Head, capturing the expected administrative tasks and objectives in the PMES for Highly Teachers Tools
Head Teacher <i>without teaching load</i>	IPCRF anchored on the OPCRf of the School Head
School-based Non-teaching Staff	IPCRF

8. Annexes of this Memorandum shall be made available for accessing/viewing and downloading through this link: <https://tinyurl.com/DepEdRPMSLibrary>.
9. This directive takes immediate effect upon the issuance of this Memorandum.
10. Further guidance and updates regarding DepEd PMES will be provided as necessary.
11. 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 bhrod.hrdd@deped.gov.ph or at telephone number (02) 8470-6630.
12. Immediate dissemination of this Memorandum is desired.

Copy Furnished:

OFFICE OF THE SECRETARY

Annex A

School Key Result Areas (KRAs)

KRAs	Description	Processes	Sample Objectives based on Program Expenditure Classification (PREXC)
School Leadership and Administration	Responsible for the effective management and operational oversight of the school, ensuring compliance with DepEd policies and educational standards	<ul style="list-style-type: none"> • Strategic Leadership • School Operations and Resources Management • Teaching and Learning Supervision • Organizational and Individual Development • Partnerships and Linkages 	<ul style="list-style-type: none"> • To develop School Improvement Plan (SIP) aligned with the Basic Education Development Plan (BEDP)/Region EDP/ Division EDP, and PREXC Targets • To implement SIP through Annual Improvement Plan (AIP)
Teaching and Learning Delivery	Responsible for the effective implementation of the curriculum including activities incidental to teaching and learning process and activities to enhance or support curriculum delivery	<ul style="list-style-type: none"> • Curriculum Management and Standards Development • Learning Delivery Management and Development • Learning Resource Management and Development • Education Assessment and Research • Instructional Support Facilities Management 	<ul style="list-style-type: none"> • To achieve the targeted retention rate of learners <ol style="list-style-type: none"> a. Elementary b. Secondary (Grade (Gr.) 7 to 12) • To achieve the targeted completion rate of learners <ol style="list-style-type: none"> a. Elementary b. Secondary (Gr. 7 to 12)] • To achieve the targeted proportion of learners achieving at least nearly proficient in the National Achievement Test (NAT) <i>(as may be applicable)</i> <ol style="list-style-type: none"> a. Elementary (Gr. 6)

			b. Junior High School (Gr. 10) c. Senior High School (Gr. 12)
Learner Formation and Development	Responsible for providing a supportive environment and diverse learning opportunities through holistic programs and interventions	<ul style="list-style-type: none"> • Management of clinic and health services • Learner Support Management • Disaster Risk Reduction and Management • Child Protection Program Implementation • External Partnership for Program and Events 	<ul style="list-style-type: none"> • To achieve the targeted number of learners enrolled in Special Education, Arabic Language and Islamic Values Education, Indigenous Peoples Education, and Alternative Learning System <i>(as may be applicable)</i> • To achieve the targeted number of learners benefitted from School Feeding Program
School Operations and Management	Responsible for providing school support services to ensure the effective, efficient, and transparent delivery of services responsive to the needs of learners and in support of the teaching and non-teaching personnel	<ul style="list-style-type: none"> • Asset Management • Financial Management • General Services Management • Human Resource Management and Development • ICT Management • Infrastructure Management • Public Affairs Management • Records Management • Procurement Management 	<ul style="list-style-type: none"> • To achieve the targeted number of teachers and teaching-related staff trained through In-Service Training

Verf. Feb 2015

Project Title	Project Description	Project Status	Project Manager	Project Sponsor
Project A	Project A Description	Project A Status	Project A Manager	Project A Sponsor
Project B	Project B Description	Project B Status	Project B Manager	Project B Sponsor
Project C	Project C Description	Project C Status	Project C Manager	Project C Sponsor
Project D	Project D Description	Project D Status	Project D Manager	Project D Sponsor
Project E	Project E Description	Project E Status	Project E Manager	Project E Sponsor
Project F	Project F Description	Project F Status	Project F Manager	Project F Sponsor
Project G	Project G Description	Project G Status	Project G Manager	Project G Sponsor
Project H	Project H Description	Project H Status	Project H Manager	Project H Sponsor
Project I	Project I Description	Project I Status	Project I Manager	Project I Sponsor
Project J	Project J Description	Project J Status	Project J Manager	Project J Sponsor
Project K	Project K Description	Project K Status	Project K Manager	Project K Sponsor
Project L	Project L Description	Project L Status	Project L Manager	Project L Sponsor
Project M	Project M Description	Project M Status	Project M Manager	Project M Sponsor
Project N	Project N Description	Project N Status	Project N Manager	Project N Sponsor
Project O	Project O Description	Project O Status	Project O Manager	Project O Sponsor
Project P	Project P Description	Project P Status	Project P Manager	Project P Sponsor
Project Q	Project Q Description	Project Q Status	Project Q Manager	Project Q Sponsor
Project R	Project R Description	Project R Status	Project R Manager	Project R Sponsor
Project S	Project S Description	Project S Status	Project S Manager	Project S Sponsor
Project T	Project T Description	Project T Status	Project T Manager	Project T Sponsor
Project U	Project U Description	Project U Status	Project U Manager	Project U Sponsor
Project V	Project V Description	Project V Status	Project V Manager	Project V Sponsor
Project W	Project W Description	Project W Status	Project W Manager	Project W Sponsor
Project X	Project X Description	Project X Status	Project X Manager	Project X Sponsor
Project Y	Project Y Description	Project Y Status	Project Y Manager	Project Y Sponsor
Project Z	Project Z Description	Project Z Status	Project Z Manager	Project Z Sponsor

[illegible][illegible]

Public Meeting and Written Record (2015)

For a full understanding and interpretation of the above, please refer to the following documents and their subsequent amendments and addenda, which are available on the website of the International Commission on Occupational Health (ICOH):

ICOH 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 2034, 2036, 2038, 2040, 2042, 2044, 2046, 2048, 2050, 2052, 2054, 2056, 2058, 2060, 2062, 2064, 2066, 2068, 2070, 2072, 2074, 2076, 2078, 2080, 2082, 2084, 2086, 2088, 2090, 2092, 2094, 2096, 2098, 2100, 2102, 2104, 2106, 2108, 2110, 2112, 2114, 2116, 2118, 2120, 2122, 2124, 2126, 2128, 2130, 2132, 2134, 2136, 2138, 2140, 2142, 2144, 2146, 2148, 2150, 2152, 2154, 2156, 2158, 2160, 2162, 2164, 2166, 2168, 2170, 2172, 2174, 2176, 2178, 2180, 2182, 2184, 2186, 2188, 2190, 2192, 2194, 2196, 2198, 2200, 2202, 2204, 2206, 2208, 2210, 2212, 2214, 2216, 2218, 2220, 2222, 2224, 2226, 2228, 2230, 2232, 2234, 2236, 2238, 2240, 2242, 2244, 2246, 2248, 2250, 2252, 2254, 2256, 2258, 2260, 2262, 2264, 2266, 2268, 2270, 2272, 2274, 2276, 2278, 2280, 2282, 2284, 2286, 2288, 2290, 2292, 2294, 2296, 2298, 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318, 2320, 2322, 2324, 2326, 2328, 2330, 2332, 2334, 2336, 2338, 2340, 2342, 2344, 2346, 2348, 2350, 2352, 2354, 2356, 2358, 2360, 2362, 2364, 2366, 2368, 2370, 2372, 2374, 2376, 2378, 2380, 2382, 2384, 2386, 2388, 2390, 2392, 2394, 2396, 2398, 2400, 2402, 2404, 2406, 2408, 2410, 2412, 2414, 2416, 2418, 2420, 2422, 2424, 2426, 2428, 2430, 2432, 2434, 2436, 2438, 2440, 2442, 2444, 2446, 2448, 2450, 2452, 2454, 2456, 2458, 2460, 2462, 2464, 2466, 2468, 2470, 2472, 2474, 2476, 2478, 2480, 2482, 2484, 2486, 2488, 2490, 2492, 2494, 2496, 2498, 2500, 2502, 2504, 2506, 2508, 2510, 2512, 2514, 2516, 2518, 2520, 2522, 2524, 2526, 2528, 2530, 2532, 2534, 2536, 2538, 2540, 2542, 2544, 2546, 2548, 2550, 2552, 2554, 2556, 2558, 2560, 2562, 2564, 2566, 2568, 2570, 2572, 2574, 2576, 2578, 2580, 2582, 2584, 2586, 2588, 2590, 2592, 2594, 2596, 2598, 2600, 2602, 2604, 2606, 2608, 2610, 2612, 2614, 2616, 2618, 2620, 2622, 2624, 2626, 2628, 2630, 2632, 2634, 2636, 2638, 2640, 2642, 2644, 2646, 2648, 2650, 2652, 2654, 2656, 2658, 2660, 2662, 2664, 2666, 2668, 2670, 2672, 2674, 2676, 2678, 2680, 2682, 2684, 2686, 2688, 2690, 2692, 2694, 2696, 2698, 2700, 2702, 2704, 2706, 2708, 2710, 2712, 2714, 2716, 2718, 2720, 2722, 2724, 2726, 2728, 2730, 2732, 2734, 2736, 2738, 2740, 2742, 2744, 2746, 2748, 2750, 2752, 2754, 2756, 2758, 2760, 2762, 2764, 2766, 2768, 2770, 2772, 2774, 2776, 2778, 2780, 2782, 2784, 2786, 2788, 2790, 2792, 2794, 2796, 2798, 2800, 2802, 2804, 2806, 2808, 2810, 2812, 2814, 2816, 2818, 2820, 2822, 2824, 2826, 2828, 2830, 2832, 2834, 2836, 2838, 2840, 2842, 2844, 2846, 2848, 2850, 2852, 2854, 2856, 2858, 2860, 2862, 2864, 2866, 2868, 2870, 2872, 2874, 2876, 2878, 2880, 2882, 2884, 2886, 2888, 2890, 2892, 2894, 2896, 2898, 2900, 2902, 2904, 2906, 2908, 2910, 2912, 2914, 2916, 2918, 2920, 2922, 2924, 2926, 2928, 2930, 2932, 2934, 2936, 2938, 2940, 2942, 2944, 2946, 2948, 2950, 2952, 2954, 2956, 2958, 2960, 2962, 2964, 2966, 2968, 2970, 2972, 2974, 2976, 2978, 2980, 2982, 2984, 2986, 2988, 2990, 2992, 2994, 2996, 2998, 3000, 3002, 3004, 3006, 3008, 3010, 3012, 3014, 3016, 3018, 3020, 3022, 3024, 3026, 3028, 3030, 3032, 3034, 3036, 3038, 3040, 3042, 3044, 3046, 3048, 3050, 3052, 3054, 3056, 3058, 3060, 3062, 3064, 3066, 3068, 3070, 3072, 3074, 3076, 3078, 3080, 3082, 3084, 3086, 3088, 3090, 3092, 3094, 3096, 3098, 3100, 3102, 3104, 3106, 3108, 3110, 3112, 3114, 3116, 3118, 3120, 3122, 3124, 3126, 3128, 3130, 3132, 3134, 3136, 3138, 3140, 3142, 3144, 3146, 3148, 3150, 3152, 3154, 3156, 3158, 3160, 3162, 3164, 3166, 3168, 3170, 3172, 3174, 3176, 3178, 3180, 3182, 3184, 3186, 3188, 3190, 3192, 3194, 3196, 3198, 3200, 3202, 3204, 3206, 3208, 3210, 3212, 3214, 3216, 3218, 3220, 3222, 3224, 3226, 3228, 3230, 3232, 3234, 3236, 3238, 3240, 3242, 3244, 3246, 3248, 3250, 3252, 3254, 3256, 3258, 3260, 3262, 3264, 3266, 3268, 3270, 3272, 3274, 3276, 3278, 3280, 3282, 3284, 3286, 3288, 3290, 3292, 3294, 3296, 3298, 3300, 3302, 3304, 3306, 3308, 3310, 3312, 3314, 3316, 3318, 3320, 3322, 3324, 3326, 3328, 3330, 3332, 3334, 3336, 3338, 3340, 3342, 3344, 3346,

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Republic of the Philippines
Department of Education
OFFICE PERFORMANCE APPRAISAL AND REVIEW FORM (OPARF)
WD-FAR2023

Name of Appraisee		Name of Appraiser	
Position		Position	
Office/Division/Unit		Office/Division/Unit	
Date of Appraisal		Date of Appraisal	

Part I: General Information and Instructions. This part contains the instructions for the appraiser and the appraisee. It also contains the instructions for the appraiser and the appraisee. It also contains the instructions for the appraiser and the appraisee.

Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	Appraiser's Rating					Appraiser's Signature	Appraiser's Date
				1	2	3	4	5		
Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
				1	2	3	4	5		
				1	2	3	4	5		
				1	2	3	4	5		
				1	2	3	4	5		
Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
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				1	2	3	4	5		
				1	2	3	4	5		
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Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
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				1	2	3	4	5		
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Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
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Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
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				1	2	3	4	5		
				1	2	3	4	5		
				1	2	3	4	5		

Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	Appraiser's Rating					Appraiser's Signature	Appraiser's Date
				1	2	3	4	5		
Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
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				1	2	3	4	5		
				1	2	3	4	5		
Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
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				1	2	3	4	5		
				1	2	3	4	5		
Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
				1	2	3	4	5		
				1	2	3	4	5		
				1	2	3	4	5		
				1	2	3	4	5		
Appraiser's Name	Appraiser's Position	Appraiser's Office/Division/Unit	Appraiser's Date of Appraisal	1	2	3	4	5	Appraiser's Signature	Appraiser's Date
				1	2	3	4	5		
				1	2	3	4	5		
				1	2	3	4	5		
				1	2	3	4	5		

Depled Competencies Scale

Part I: Leadership Competencies Scale

Competencies	Behavioral Indicators	Relevant Outcomes	RATING	ANALYSIS
Leading People	1. Leads people to achieve a common purpose or vision. 2. Provides guidance and direction to others. 3. Sets a good example, by modeling and inspiring others. 4. Encourages people to take initiative and responsibility. 5. Motivates people to achieve their potential. 6. Establishes a system of rewards and recognition. 7. Builds a team spirit and cooperation. 8. Develops a sense of responsibility and accountability. 9. Promotes a culture of learning and growth. 10. Encourages people to take risks and innovation.	1. High performance and productivity. 2. High morale and commitment. 3. High retention and loyalty. 4. High innovation and creativity. 5. High customer satisfaction. 6. High employee engagement. 7. High organizational effectiveness. 8. High financial performance. 9. High social responsibility. 10. High environmental sustainability.		
People Performance Management	1. Sets performance standards and expectations. 2. Provides feedback and coaching. 3. Encourages people to take initiative and responsibility. 4. Establishes a system of rewards and recognition. 5. Builds a team spirit and cooperation. 6. Develops a sense of responsibility and accountability. 7. Promotes a culture of learning and growth. 8. Encourages people to take risks and innovation.	1. High performance and productivity. 2. High morale and commitment. 3. High retention and loyalty. 4. High innovation and creativity. 5. High customer satisfaction. 6. High employee engagement. 7. High organizational effectiveness. 8. High financial performance. 9. High social responsibility. 10. High environmental sustainability.		
People Development	1. Provides training and development opportunities. 2. Encourages people to take initiative and responsibility. 3. Establishes a system of rewards and recognition. 4. Builds a team spirit and cooperation. 5. Develops a sense of responsibility and accountability. 6. Promotes a culture of learning and growth. 7. Encourages people to take risks and innovation.	1. High performance and productivity. 2. High morale and commitment. 3. High retention and loyalty. 4. High innovation and creativity. 5. High customer satisfaction. 6. High employee engagement. 7. High organizational effectiveness. 8. High financial performance. 9. High social responsibility. 10. High environmental sustainability.		

Part IIA: Total Score: Weighted Average (Average x 0.025)

Itemized Rating	Adapted Rating	Behavioral
1	1	Behavioral indicator is consistently observed and is worthy of recognition.
2	2	Behavioral indicator is consistently observed.
3	3	Behavioral indicator is often observed.
4	4	Behavioral indicator is frequently observed.
5	5	Behavioral indicator is seldom observed.

PART IIE. CORE BEHAVIORAL COMPETENCIES (40%)

Part IIE, Core Behavioral Competencies shall represent competencies required from all project personnel in all job groups within the organization, including the Director's core values and the Code of Conduct and Ethical Standards for Public Officials and Employees pursuant to RA 6713. They represent the key behaviors anybody and how the values of the organization.

Competencies	Behavioral Indicators	Remarks/ Observations	RATING	AVERAGE
Self-Management	1. Sets personal goals and achieves them in a timely manner.			
	2. Understands personal actions and behaviors that are clear and purposeful and takes personal responsibility for them.			
	3. Displays emotional maturity and composure for and is recognized by higher goals.			
	4. Prioritizes work and schedules effectively. Good time, productivity, and to achieve goals.			
Productivity and Ethics	1. Demonstrates initiative and proactivity in the terms and conduct and Ethical Standards for Public Officials and Employees (RA 6713).			
	2. Practices ethical and professional behavior and conduct, taking into account the impact of behavior on others and decisions.			
	3. Maintains a professional image, being honest, open, respectful of others and punctuality, good quality and communication.			
	4. Meets personal objectives to meet the organization's needs.			
Results Focus	1. Act with a sense of urgency and responsibility to meet the organization's needs, improve services and help others improve their performance.			
	2. Achieves results with optimal use of time and resources and of the firm.			
	3. Delivers high-quality results of the firm by following a standard operating procedure, accuracy and consistency, able to produce very satisfactory quality of work in terms of timeliness, productivity and cost-effectiveness.			
	4. Expresses a desire to do better and very superior results in terms of timeliness, high level of work and productivity, meeting goals and quality of work.			
Teamwork	1. Works with others to achieve the organization's goals.			
	2. Practices coordination and teamwork in the terms and conduct and Ethical Standards for Public Officials and Employees (RA 6713).			
	3. Applies professional principles in making all work-related decisions.			
	4. Shows commitment and team spirit in the organization.			
Service Orientation	1. Shows leadership and collaboration with others and across organizations to accomplish organizational goals and objectives.			
	2. Takes personal responsibility for quality and service excellence, service quality, service and customer.			
	3. Demonstrates initiative and proactivity in the terms and conduct and Ethical Standards for Public Officials and Employees (RA 6713).			
	4. Participates in projects and programs, provides and manages the organization's needs and resources.			
Improvement	1. Develops and manages the organization's resources through the organization's needs and resources.			
	2. Demonstrates initiative and proactivity in the terms and conduct and Ethical Standards for Public Officials and Employees (RA 6713).			
	3. Practices a service orientation and improves the organization's service quality and service.			
	4. Implements a service quality and service excellence and improves the organization's service quality and service.			

Part IIE Total Score: Weighted Average (Average x 0.025)

RATER		RATER	
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APPROVING AUTHORITY	
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PART III: SUMMARY OF RATINGS

Final Performance Components		Weight Allocation	Obtained Score	Overall Score	PMES Rating	
					Numerical Rating	Adjectival Rating
PART I	A. Commitment to Organizational Outcomes	80%				
	B. Innovating and Intervening Accomplishments	20%				
	C. Organizational Effectiveness	16%				
PART II	A. Leadership Competencies	2.5% (0.125)				
	B. Core Behavioral Competencies	2.5% (0.125)				

Ratee-Rater Agreement

The signaturs below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form. -

Name of Employee:	
Signature:	
Date:	

Name of Superior:	
Signature:	
Date:	

PMES Rating Table		
Range	Numerical Rating	Adjectival Rating
4.500-5.000	5	Outstanding
3.500-4.499	4	Very Satisfactory
2.500-3.499	3	Satisfactory
1.500-2.499	2	Unsatisfactory
1.000-1.499	1	Poor

PART IV: IMPROVEMENT AND DEVELOPMENT PLANS

Part IV-A: Office Improvement Plan

Day Activity EX-101	Improvement Area	Specific Objective	Recommended Improvement Intervention	Timeline	Resources Needed

Product:

Part IV-B: Individual Development Plan

Example	Improvement Area	Learning Objective (Based on the developmental intervention)	Recommended Developmental Intervention	Timeline	Resources Needed

Product:

DATE: _____ REVIEWED AUTHORITY: _____