



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



May 30, 2025

**REGIONAL MEMORANDUM**

No. 474, s. 2025

**To:** Assistant Regional Director  
Functional Division Chiefs  
Schools Division Superintendents  
CID and SGOD Chiefs  
All Others Concerned

**COLLECTION AND SUBMISSION OF MID-YEAR AND ANNUAL  
ACCOMPLISHMENT OF THE OFFICE PERFORMANCE COMMITMENT AND  
REVIEW FORM (OPCRF) FY 2025**

1. In reference to **DO No. 02, s. 2015 "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education"**, the **Policy, Planning, and Research Division (PPRD)** is responsible to coordinate with the head of office about the following:
  - A. the alignment of the office plans and commitments to the overall organizational outcomes;
  - B. the alignment of office KRAs as anchored on the overall organizational outcomes;
  - C. the alignment of timeline for the office objectives;
  - D. assess the performance of the office vis-a-vis the committed targets at the beginning of the performance cycle;
  - E. collect the OPCRf of the Third Level Officials;
  - F. collect the Analysis of all OPCRf of the DepEd offices;
  - G. participate as member of the Regional Performance Management Team (PMT) to be headed by the secretariat of the region which is the **Personnel Section-Administrative Division**;
  - H. ensure that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/Units is rationalized;
  - I. conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices
  - J. monitor and evaluates the submission of OPCRf and schedule the review/evaluation of Office Commitments by the PMT at each level before the start of a performance period;



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K. consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses; (The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating.); and

L. provide each Office with the final Office Assessment to serve as basis of office in the assessment of individual staff members.

2. With the cited DepEd Order, the **Policy, Planning, and Research Division (PPRD)** is in the authority to instruct each offices for the submission of the crafted OPCRf FY 2025 that is anchored to the **Regional Director's OPCRf FY 2025** including the context intended at **Office function version 3** and to the released memorandum by the **Office of the Undersecretary of Human Resource and Organizational Development, Wilfredo E. Cabral** particularly **DM-OUHROD-2024-0586, DM-OUHROD-2024-1187** and **OM-OUHROD-2024-3514** respectively.
3. The submission of each office is in a form of hard copy and soft copy with authorized signatories intended for two phases such as **a, Mid-Year review** and **b, Annual Office Accomplishment**. Be sure that appropriate and necessary **Means of Verification (MOVs)** will be included in more significant and align manner. Please upload the crafted and signed OPCRf FY 2025 including MOVs on or before **June 30, 2025 for Mid-Year review and December 15, 2025 for Annual Office Accomplishment** to the given link that composed of references as mentioned to paragraph number two (2). It is expected that the uploaded files are systematically arrange. The link is: **<https://tinyurl.com/CollectOPCRf2025>**
4. Failure for submission lead for disqualification criteria in reference to **No. 66 of DO 02, 2015** stated **"Unless justified and accepted by the PMT, non-submission of the OPCRf to the Planning Office and the IPCRF to the BHRD within the specified dates shall be ground for employee's disqualification for performance-based personnel actions that require the rating for the given period such as promotion, training, scholarship grants, and PBB, if the failure of the submission of the said forms is due to the fault of the employee"**.
5. For information, guidance, and compliance of all concerned.

  
**JOCELYN DR ANDAYA**

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

PPRD/hdv