



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 18, 2025


REGIONAL MEMORANDUM

No. [#] 534, s. 2025

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

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 474, S. 2025
(COLLECTION AND SUBMISSION OF MID-YEAR AND ANNUAL
ACCOMPLISHMENT OF THE OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM FY 2025**

1. In reference to the attached memorandum, all concerned offices are expected to follow the **item number 6 of DM-OUHROD-2025** which stated ***“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”.***
2. Extension of the submission of Mid-Year OPCRf FY 2025 including MOVs is set on or before **July 30, 2025**. It is expected that the intended files are systematically arrange and operationally uploaded to this link: **<https://tinyurl.com/CollectOPCRF25>**
3. Immediate dissemination of this memorandum is desired 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



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 BHROD 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




Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0922

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-2024-0586¹

- 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

