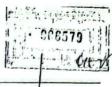


Department of Education REGION V - BICOL



14 Apr 2025

REGIONAL MEMORANDUM No. p0503 s. 2025

> ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES)

To

**Assistant Regional Director** Schools Division Superintendents
Public Elementary and Secondary School Heads All Others Concerned

- Attached is a copy of DepEd Memorandum No. DM-OUHROD-2025-0922 dated April 10, 2025, from USec. Wilfredo E. Cabral, Undersecretary, Human Resource and Organizational Development, re: Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES), for information, guidance, and compliance.
- Immediate dissemination of and strict compliance of this Memorandum is

GILBERT T SADSAD Regional Director



### Republika ng Pilipinas

## Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 24, 2025

OIC - Assistant Schools Division Superintendent To: **Chief Education Supervisors Public Schools District Supervisors** 

> **Public School Heads** All Others Concerned

Deped - Division of Catanduanes RECORDS SECTION 2025 TIME: 10: 14

For information and compliance.

CECILE ¢. FERRO CESO VI

Assistant Schools Division Superintend

Officer-in-Charge Office of the Schools Division Superintenden







052-8114063



#### Republika ng Pilipinas

## Department of Education

## OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

APR 1 1 2025

BY: 10 prior p.m.

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

- 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.

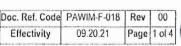






Telephone Nos.: 8633-7206

Email Address: usec.hrod@deped.gov.ph Website: https://www.deped.gov.ph





- 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
  - 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		Behavioral indicator is often shown.					
2	1	Behavioral indicator is irregularly shown.					
1	Rarely Demonstrated	Behavioral indicator is seldom					

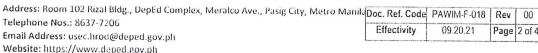
Average per competency. The average of the individual ratings for behavioral indicators shall be computed to get the rating for each Competency.

Average = 
$$BI 1 + BI 2 + BI 3 + BI 4 + BI 5$$











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.

Total Score (Weighted Average) = Average x 0.025 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

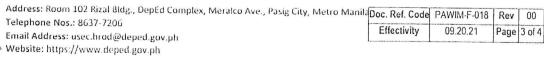
	RATEE	RATER	APPROVING AUTHORITY
l	School Head/Principal/ OIC/TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Assistant School Principal	School Head	Assistant Schools Division Superintendent
3	Department Head	School Head	Assistant Schools Division Superintendent
4	Master 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 II	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
	IPCRF anchored on the OPCRF of the School Head
administrative functions	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 without teaching load	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.hrddadeped.gov.ph or at telephone number (02) 8470-6630.
- 12. Immediate dissemination of this Memorandum is desired.

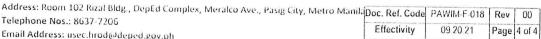
Copy Furnished:

OFFICE OF THE SECRETARY











Annex A
School Key Result Areas (KRAs)

KRAs	Description	Processes	Sample Objectives
		Trocesses	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> <li>Strategic Leadership</li> <li>School Operations and Resources Management</li> <li>Teaching and Learning Supervision</li> <li>Organizational and Individual Development</li> <li>Partnerships and Linkages</li> </ul>	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	Curriculum Management and Standards Development Learning Delivery Management and Development Learning Resource Management and Development Education Assessment and Research Instructional Support Facilities Management	<ul> <li>To achieve the targeted retention rate of learners <ul> <li>a. Elementary</li> <li>b. Secondary</li> <li>(Grade (Gr.) 7 to 12)</li> </ul> </li> <li>To achieve the targeted completion rate of learners <ul> <li>a. Elementary</li> <li>b. Secondary</li> <li>(Gr. 7 to 12)]</li> </ul> </li> <li>To achieve the targeted proportion of learners achieving at least nearly proficient in the National Achievement Test (NAT) (as may be applicable)</li> <li>a. Elementary</li> <li>(Gr. 6)</li> </ul>

Learner Formation and Development	Responsible for providing a supportive environment and diverse learning opportunities through holistic programs and interventions	<ul> <li>Management of clinic and health services</li> <li>Learner Support Management</li> <li>Disaster Risk Reduction and Management</li> <li>Child Protection Program Implementation</li> <li>External</li> </ul>	b. Junior High School (Gr. 10) c. Senior High School (Gr. 12)  To achieve the targeted number of learners enrolled in Special Education, Arabic Language and Islamic Values Education, Indigenous Peoples Education, and Alternative
Sahaal		Partnership for Program and Events	Learning System (as may be applicable)  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> <li>Asset Management</li> <li>Financial Management</li> <li>General Services Management</li> <li>Human Resource Management and Development</li> <li>ICT Management</li> <li>Infrastructure Management</li> <li>Public Affairs Management</li> <li>Records Management</li> <li>Procurement Management</li> </ul>	To achieve the targeted number of teachers and teaching-related staff trained through In-Service Training



## OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

Harra of Employer																			
Pranton Designation		-									Tane of Reny: Anatoni								
Ranters Period											Approving Authority	+							
Strend/Sureau/Ornan/Ser											Date of Assert	·							
Strend/Buseu/DemenSer	voeRegos/Civitan Statem	ert of Purpose:																	
				1															
PART I A: COUNTREN PAR I A COUNTREN THE OFFICE RRAE CHAP &	Organizational Customes	MAI CACTURE Office con	ancoments, performance, and	accomplishments based on office mendas	m ond tills as n	officead in the offi	ild haveaces on the				office directly large ling the Organizational Ox	ritames indicated in the General Appropriation	n Act (DAA) Programme Subprogramme, Socie 6:	duce son Jamio power Plan (BEDP) Piller	, KATATAD Agende adomy	celling-addies, and other nor	denial hand county	monta that are all	proof with and relevant to
						-	_		DER ACCOMPLIS	IED DURING PLANNING						ro	BE FILLED DU	RING EVALUA	TOW
	Organizational C	Oxformes Algerrant		Décatres		Webgis	(Terpe) Outs Sureau/Center/Se with the Outsons	nen Terpets merCupul of the Meta/Divisors algred Mulpul Indicators in foreil Customet)	Parlamanus Messars			Rating Scale			Nexts of Vertilogien		MATHIG AVERAGE		
Key Result Arten (KRA)	784 to 24 :	ganizational Outcome As 344 Programa Bacopy o	arkution or and OCDP Pauri	(James on Office Rivering)	Timetine	Alecation	Yalua	Deterlation	(Dusty, Efficiency, (Treatment)						(BIOVe)	Actual Accomplishment	QED.	CET	WEIGHTED AYERAG
(Bused on Office Mandam and Punctural)	GAA Programs/ Subprograms	SEDP Files	MATATAG PER				they are the control	(superad supprise vos)		S (Deteranting)	(Very Extratory)	(Estis belong)	funcacionary)	l Part					
			1						Qualty			<del>                                     </del>	i -				-		-
1	ĺ.		1				1	1	Sform				1		4	i		1	1
									Freires				1		=	1		ł	1
									Qualty		-				+	<del> </del>			-
	Peter to Accountability  Warte (PFETC	Pater to BUEF and					1		Hours	<del></del>		1			4	1		ł	i .
	indicatoral	DEOP 10W				1	[	1	Probes		·	<del> </del>			4	1			
		1					-	-			·					ļ			
				!			1		Justry			·			4				
				1	1		1		55oerct			-							ł
				1	1	l			Lungan		1		i		I .		!		1
																	,	eri I A Total Basi	•
PARTI-S: INNOVATING & Part Fill Innovating and is	HD INTERVENING ACCOM	EPLITHMENTS (20%) Was enail capture the own	Econolism to a line after a	ished are emergetally tribble country surveyor country	turary to 24 och	invessed of the tr	genda kund come b	north and Kille in i		ens can be intereduce, improving a	and enhancements on the processes, corridor	e, enstar surpera.					48 6U 1 6T (VIII	ING SVALUAT	70 <i>K</i>
							Potenti	use furgets	-								T		1
	Kry Renut	Areas (FPA)		Objectives	,Tmelne	Vright Education	(Target Outro Surers Consolition and the support of the support of the	rections of the anotherine are are anotherine territoring to if the improvement office inversely	Partorments Venture (Quarty, Efficiency,			RATING SCALE			Venne of Verifordian (MCVs)	letaral Resulted Association results	tunko SLEN	(GELL) FACETTS	A ECONTED AVERAGE
							Value (rumantus), studestical, branci)	Description (reparted automotion automotion)	(Tedest)	Shrinkinding)	4 (Yesy Edischedory)	3 (Factorizary)	2 (Jessieledory)	1 Pood			D SE FILLED OUR		
									South Efficient Smallest						1				
									3-m										-
									(Acercy Treatment			l			7				!
									) and										i
							1		Drebou						1				1
																	P	ert I-8 Tetal Soom	1



## OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) ver.Feb2025

He and CI L' L'EDAM.											Name of Purer									
Poston/Designation:											Poston:									
Review Percet Strend/Sureau/Center/Se	norm Contract							- No. 1987			Approving Authority									
STEPS/Furney/Dectar/Ge	nvoe/Repon/Division Statem	ent of Paramet									Date of Review	<del></del>					. 55%			
	- roa regordinado yaqui																		•	
															77.					
Part LA Commonet to	I LO DRIANDAL C DOMESTIC DESCRIPTION OF THE PROPERTY OF THE PR	es softe entires take to	runibusett, performance, and a	occumple) wants b mod en office mended	erd Kilda as no	Nected in the s.Mc	id issuance on the	Carapansium of Offic	e Functions. This per	theil capture the contributions of the c	affice directly surposing the Organizetional Sur	comes indicated in the General Appropriation	Act (SAA) Programa-Subprograma, Basic E.	ducation Development Plan (BESP) Pillare	, Cumint Administration Aqui	nds, and other national fem	i manteen ik	तं कड होगुरूव्यं कोर	ety of inernies boa	
								rc	BE ACCOMPLISH	ED DURING PLANNING						10	SE FILLED OUT	NIKO EVALUA	non	
	Organitalised (	Occurre Algoret		Gbjantives		Neight	Great Caterial  Street Caterial  oth by Outcome	nes Targets merOupul of the nvitreOhiston eligned (Oviput Indicetors to lane) Outcorne()	Zerformanue Neasure			Rating Scale			Marrie of Yor Flood on		7. Sug			
Key Routs Areas (KRA)	Pater to Da S	gaelszelenai Outeene A SAA Programa Budptyra	urbiden n od 3E02 Pilot j	(Meed on Office Functional)	Throtes	Montion		Orearlyrion	(Cody, Eficiency, Dreshous)						(34744)	Astust Assomptishments	SET.	SAUTHO AVERAGE WEDSHIED AVERAGE		
(Beard on Office Mercana and Punctional	GAA Frograma' Subprograms	SEOF POlen	Correct Administration Agenda				Personal (recorded condition)	superiori superiori superiori		(Dunmanding)	Story Esthebatory)	) (Salisfacion))	2 Unsellatery)	t (Paed						
									Quelty											
						1		1	Efforming									Î		
									Tirebea						1			ĵ		
	Rates to Accountability	Defer to SMEF and	Refer to S-Point Refere						Sulty											
	Marte (PREYC	3630 1020	Agenda at the DepEd Secretary				ł		Efficiency				1	-				Í		
			,						Tretura									1	1	
									Justy										1	
								1	Efficiency							1				
		i							Prefress				0.00 200 20 20 20		1			1	1	
															1			at LA Total Score		
																			I	
ARTINOPH FITRA	LOSSA DIERVERIE DIA	HPLSHMENTX (20%)		10 E																
at Fo. switching are .	A SE PRINTY ACT CARGARDINA	MICE WANT CHANGE THE OF	consersubute of the effice th	of are emobiling, everyouther, emdrar const	the series	ment of the or	evangered tenany			na can de invoretous, interventions, e DURING PLANIENG	and within remarks on the processes, services	andfor surgula.					BE FILLED DUR	WANG #3/4/ 1/47	W.H	
			7				Parleran	ne Targets							T	<del></del>	1		T	
	Key facult	Arms BRA		Dijesthres	Fisterine	Velgm Adecades	Service Codes Service Conduction Service Conduction Service Codes Servic	reOpt 3 to reOpt 3 to reOptory 0 In sprettrai the pering	Fortemance Memore (Dunly, Efficiency, Transferral)			PATING HOALE			Hears of Verification (MOVs)	Actual Ares tas Automosiles/perite	MINS IQED	WELLE WELLE	WEIGHTED AVERAGE	
							[marturing]	(superior)		(Customolog)	Nery Estimatory)	3 eCristopi	2 Fire eleberary	7001	1		1			
								-	Golf -						-					
									TrealPart 1		<u>i                                      </u>				1					
								1	Charty I											
			1						- Imports											
			i						[Power						1			1		
									] مصوصر											
_																	P	un i-8 Total Score	1	

### PART I.C. ORGANIZATIONAL EFFECTIVENESS [15%] PM I-C. Organizational Effectiveness shall experie accomplis

ted FC. Organizational Effectiveness that contra accomplishments betained on the expects of Hearteld Enveroistic, Process improvement, and Client Sant lation, it shall because a the results achieved by the affice that are allowed with the Parliamentary medical events of Hearteld Enveroistic Accordance to the Client Sant lation, it shall because a the results achieved by the affice that are allowed with the Parliamentary and desired Parliamentary and the Artificial Enveroistic Accordance to the Client Sant lation (that is the Parliamentary and the Artificial Enveroistic Accordance to the Client Sant lation (that is the Parliamentary and the Artificial Enveroistic Accordance to the Artific Accordance to the Artificial Enveroistic Accordance to the Artificial Enverois

	T		1	70 Barcieus	OURING PLANNING						01	BE FILLED DUR	ING EVALUAT	non
Organizational Effectivatorus Arus	Chjestves	Detailes	Weight Allowados	Perfectional Manager (Quarty: Edicines)			RATING SCALE			Maure of Vertication	Actual Persultal	RATING	AYERAGE	WEGITEDAY
				Therefreezy	(Determination	Nocy Estatadory	1 (Falls but only	(Uneatle featury)	Poor	(mov/r)	Accomplicitements	QET)	(CET)	
Financial Stawazdahin	United RNs of the sudget electron in coordinate with the quartery scowners of program with no constraint facilities beautica soon coveraged exproyles	Wow to recra	34	Querry	Susperi efectation of enturined within the majesteratory period with real words artificial and reservoir town event of the apencycles	Budyni al zczioni distura di arbat pa regionaria pariel atla 17 avesta ili dell'Azzatov arca ban paraigni agancpies	y Sulphidocalus Salumad whish he ingenerary serial all 1-levery this kinhidual overce time search agency (se	Budget at section of asserted orbits the hydronistic period with \$4 hand of the best budget of his period of agency feet.	Budget discalan debutad within the regimentary perod with 7 or more over 9 districtor in an armonist that promising against feet and an armonist that promising against feet and armonist that promising against feet and armonist that are armonist against feet and armonist against a feet and against feet and aga					
				Eliciency	HOME IN the Mich BUR MOST IN the Finance	Subject of Little of the 16% varience from BUR harps, based on the official BUR mand of the Promos Servick Control (1) 8. 15 FTM of the Subject of Little of the Servick from Subject of Little of the Servick from Subject of Little of the Servick from the PTM	Subjet's villed wit 610% reners ton 3LR angle based on the situal 3LR most at the Francis Server/Sector(1st) 6 to 6470 site 2 dept social on a takent with the FT!	Budget at sittled with \$1-15% reference from Bull ward bened on the stand Stull want of the France Sence/Section(and \$4, 23-21% of the sittled sittled on the other after the \$77,	Subject is subtract with more than 15% vertices from 55% ways, had as the afficial 50% report of the Fernice Service/Substitute & a dear US of the Subject discretion is substitute for the Subject discretion is substitute for FP).					-
				Freiress	SELECTED PROPERTY AND ALTO	2.47 FOR a transport promote (3.67% of the	Curtary house:  Chapter science of the first war are soon to  Curtary distinction yang on \$4.65.7% of the  Curtary distinction yang on \$4.65.7% of the  Curtary distinction yang on \$4.65.7% of the  Curtary distinction yang on \$4.65.7%  Curtary distinction yang of the and of each  Curtary distinction yang of the soon of the end of each  Curtary distinction yang of each  Curtary d	Cumterly have. Subject autical with 11-15%, rational from the partity interaction arrange on \$4.654% of the secrety \$10% arrange is utilized by the and of each success?	Clumbry best in the second of					
Process improvement	Something that parameter and transported all events provided by the first and the second of the seco	frish Senerg Sonec	34	Querry	I that proceeding line	impowithman induction on it service danders.  1. No. of discountmany regulatored?  2. But of the service gives  3. In each of the service of	rysonorusanistiction on (-) sundo sonderse 1 m of contraving recomments 2, but has design fine 3, terms (no seet 6, out obsylogency action racy 6 m of obsylogency action racy 6 m of obsylogency	Improvement electrical Lenice condens 1 no. of deciminary registered 2 of processing and 2 consistencies 4 Sept electrophysical regis 3 no. of process	Ne design in re, of statum king measures, and statement, and statement are, thread of cost, of states along, of states					
				Efform	Strenford from Spited & elks care provinces careful in the DMS starting securities	St sertired work against 16-19% at the office two provinces careful in the SUS parring according	Steamined and a spared 65-70% of the office one processes durated in the Okia parang decuments		Site artifest and a Spiking S.N.S. of the office Care processed and selected selected decements					
				Freben	į									1
	Amend 100% restant and completes are to ASSS and OCB compents when the preschard processing time (simple - 3 leng, complex - 7 leng, highly lecthical - 23 days) with at the Sittletting overall energie would at the Client Sittlettion because that	Prizes are netally borned	58	Sualty	H 74 - 1924 (Catardry) small are upon on the result of the Olinf Catardoon Macaument (CSM)	80 PK - 94 PK (Very Setafactory) overall average on the results of the CBAF	If the III the identificant overall overage on the	ECON - 10 EN (Fat) count company to	Below 60 JR Proof overall everyor on the results of the CSM					
Client Sadisfaction				Home	ON THE STREET, AND THE STREET,	N was SPA restable and carpleton and a SEEM and CES carplaints	At least 50% reporter and completion rave to ASSA and 2008 completion		The monoton and compliance less to MASS and DCS compliants					
				Emelous	Carrolenia ethal upon prol Josef etipen prached processing line (simple -1 Sept. carroles - 7 Sept. Nigry burrical - 20 Sept.)		Comparity of a school upon and developing the second of the prescript of the processing for increase, and increase, and increase, and increase, and increase, and increase, and increase an		No complete acted upon and maximal					
													!	

BATES	ZATER	APPRICALIG ALTHOUTY

#### DepEd OPCRF (ver.Feb.2025), page 2 of 4

PART II-A: LEADERSHIP COMPETENCES IZ 5/41
Part II-A: Leadership Competencies expected to be demonstrated include Leading People, People Performance Management, and People Development.

Part II-A: Leadership Competencies expected to be demonstrated include Leading People, People Performance Management, and People Development.

Competencies	Sehevisural Indicators	Remarkal Observations	RATING	AYERAGE
Leading People	1. Uses basic paraussion techniques in a discussion or presentation e.g., staff mobilization, appeals to testion and/or emotions, uses data and examples, visual side			
	Persuades, convinces or influences others, in order to have a specific impact or effect.			
	3. "Sets a good example", is a crocible and respected lesser; and semonstrates cested behavior.			
	4. Forwards personal, professional and early und needs and interests in an issue,			
	5. Assumes a productive in promoting the development of an inapting, relevant wision for the organization and influences others to since oursently of DepEd goals, in locate to create an effective work environment.			
People Performance Management	<ol> <li>Makes specific charges in the parlormance management system or in own work methods to improve parlormance (e.g. does something before, factor, at lower cost, most efficiently, they'cree quality, customer statifaction, mostle, inventors).</li> </ol>			
	Será performence s'anderds and meetitres progress of amployees based on office and department argets.			
	Provides feedback and technical as sistance such as coaching for performance improvement and action pleaning.			
	States performence expectations clearly and checks understanding and commitment.			
	5. Performs all the stages of result-based performance management system supported by evidence and required documents/forms.			
eople Development	Improves the stills and effectiveness of individuals trough employing a range of development strategies.			
	2. Facilitates workforce effectiveness through coaching and morvetriplieve looking people within a work environment that promotes mutual level and respect.			
	Conceptualizes and implements learning inter-articles to meet dentified valuing seeds.			
	<ol> <li>Does long-term coaching or tribing by energing expropries and helpful ensignments, formal tribing, or other experiences for the purpose of supporting a person's terming and Servicoment.</li> </ol>			
	5. Custivates a learning environment by structuring interactive experiences such as looking for figure opportunities and are in support of emissing individual current poets.			
		Part II-A Total Score: Welghted Average (Average	N 0 025)	

#### DepEd Competencies Scale

Numerical Rating	Adjective Rating	Definition
5	Role Model	Seheyarel indicator is consistently exhibited and is worthy of emulation.
4	Consistently Demonstrated	Behavioral indicator is constantly shown.
3	Most of the Time Commistrated	Behavioral indicator is often shown,
2	Sometimes Demonstrated	3 shayloral indicator is irregularly shown.
1	Rarely Demonstrated	Behavioral indicator is seidom shown.

PARTILB: CORE BEHAVIOURAL COMPETENCIES 12.5%)
Part II-B. Core Behavioral 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 6711. They represent the way individuals embody and live the values of the organization.

Competencies	Behavioural Indicators	Remarks/ Observations	rating	AVERAGE
	Bets personal goals and direction, needs and development.			
	2. Understands personal scions and behavior that we clear and purpositive and takes into account personal goals and values congruent to that of the organization			
Self-Management	Displaye emotional maturity and anthusiasm for and is challenged by higher goals			
	4. Prioritize work tasks and schedules (through Canti charts, checktism, etc.) to schiere goals			
	5. Sets high quality, challenging, realistic goals for self and others.			
	<ol> <li>Demonstrate the values and behavior enstrined in the Norms and Conduct and Educat Standards for Public Officials and Employees (RA 5713).</li> </ol>			
	<ol><li>Practice ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.</li></ol>			
Professionalism and Ethica	3. Maintains a professional mage: being trustworthy, regularity of standance and punctuality, good grooming and communication.			
	Makes personal sacrifices to meet the organization's needs.			
	5. Act with a sense of urgency and responsibility to meet the organization a needs, improve system and help others improve their effectiveness.			
	Athleves results with optimal use of time and resources mist of the time.			
	Avoids rework, mistakes and wastage through effective work methods by pracing organizational needs before personal needs.			
	1. Delivers error-free outputs most of the time by conforming to standard operating procedures connectly and constraintly. Able to produce very earliestory quelty of work in			
Resulte Focus	arms of usefulness/screptability and completaness with no supervision required.			
	4. Expresses a desire to do better and may express dustration at weste or inefficiency. May focus on new or more precise ways of meeting goals set			
	<ol> <li>Makes specific changes in the system or in own eark methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently, or improving quality, pushoner satisfaction, marsis, extrout setting any specific goal.</li> </ol>			
	Willingly does his her share of responsibility			
	2. Promotes collaboration and removes barriers to fearmork and goal accomplianment across the organization.			
Teamwork	Applies negotiation principles in enriving at win-win egreements.			
	4. Crities consensus and team ownership of decisions			
	5. Works constructively and collaboratively with others and scroes organizations to accomplish organizational goals and objectives.			
	Can explain and articulate organizational directions, Issues and problems.			
	Takes personal responsibility for dealing with sinclor correcting customer service issues and concerns.			
Service Orientation	Initiates activities that promotes acrocacy for man and woman empowerment.			
	Participates in updating office vision, mission, mandates and strategies based on CEPED strategies and directions.			
	<ol> <li>Develops and adopts service improvement program through simplified procedures that will further enhance service delivery.</li> </ol>			
	1. Exemines the total cause of protients and suggests effective solutions. Foster new ideas, processes, and suggests before ways to do things (cost surdior operator el efficiency).			
	Demonstrates an ability to think "beyond the bod", Continuously booses on improving personal productivity to create higher value and results.			
'nnovation	Promotes a creative comains and incomes concentrate to develop original library or solutions.			
	Translates creative thinking into tangote changes and solutions that improve the work unit and organization.			
	Uses injunious methods to accomplish responsibilities. Demonstrates resource/ulness and the ability to accome with minimal resources.			
	The second secon			
		Part II-B Total Score: Welghted Average	se (Average x 0.025)	

5. Uses injunious methods to accomplish responsibilities thanonshelps resourcefulness and the ability to accomp	ed with minimal resources.		
		Part II-B Total Score: Welght	ted Average (Average x 0.025)
RAIES		RATER	
	APPROVING AUTHORITY		

# DepEd OPCRF (ver.Feb2025), page 3 of 4 PART III: SUMMARY OF RATINGS

Final Performance Components		Weight Allocation	Obtained Score	Overall Score	PMES Rating	
					Numerical Rating	Adjectival Rating
	A. Commitment to Organizational Outcomes	60%				
PART I  B. Innovating and Intervening Accomplishments  C. Organizational Effectiveness		20%				
	C. Organizational Effectiveness	15%		1		
PARTII	A. Leadership Competencies	2.5% (0.125)		1		
	B. Core Behavloural Competencies	2.5% (0.125)	1100			

#### Ratee-Rater Agreement

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

Name of Employee:	Name of Superior:
Signature:	Signature:
Date:	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	

OopEd OPCRF (ver.Feb2025), page 4 of 4	PART IV: IMP	ROVEMENT AND DEVELOPMENT PLANS	-		
Part IV-A: Office Improvement Plan	T				
Gap Acadysis (SWOT)	Improvement Area	Action General Objective	Plan Recommended Improvement Intervention	Timeline	Resources Needed
į, mai į				141444	SHOWETHINGS
		i .			
		i .			
		1			
Foethstit				<u> </u>	
				7 - A - B - B - B - B - B - B - B - B - B	
Part IV-B: Individual Development Plan		Action (	Plan		
Strengthe	Improvement Heads	Learning Objective (Seed on the developmental intervention)	Recommended Developmental Intervention	Tinteline	Resources Yeeded
	1. T				
eecbact					
			<del></del>		
2ATES		यास	3	APPROVING	GAUTHORITY