



Office of the Schools Division Superintendent

23 August 2021

Division MEMORANDUM

No. 412, s. 2021

To : SGOD and CID Chiefs
Performance Management Team
Education Program Supervisor/Division Coordinators
Public Schools District Supervisors/District-in-Charge
School Heads/Teachers-in-Charge
Teachers and Master Teachers
This Division

CALIBRATION OF THE OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRFP) OF THE SCHOOLS DIVISION OF DEPED-SURIGAO DEL SUR FOR CALENDAR YEAR 2021 DUE TO COVID-19 PANDEMIC

1. Per Memorandum No. **DM-HROD-2021-0054 and RM No. 614, s. 2021** from Undersecretary of Human Resource and Organizational Division, **all offices and personnel** in the Schools Division Office shall be allowed to calibrate their respective Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) for Calendar Year (CY) 2021 due to COVID-19 Pandemic.
2. The adjustments to be made shall fall under the reasons and factors considered beyond the control of the office and individual personnel. Please refer to the attached memorandum for more details.
3. To facilitate the performance calibration process, attached to this memorandum are the following:
 - a. Guide on how to Calibrate CY 2021/Individual Performance Targets (Annex A-1 and A-2); and
 - b. Prescribed Office and Individual Calibration Forms (Annex B-1 and B-2) – link for templates <https://tinyurl.com/Prescribed-forms>
4. The duly accomplished Annex B-1 and B-2 shall be submitted to the designated Performance Management Team (PMT) in the District Office for review and recommendation to the approving authority (Per Rater-Ratee-Approving Authority Matrix in DO 2, s. 2015) for final approval and signature and to be forwarded to the Personnel Section of this Division.





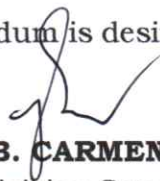
Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

6. Save them in one Portable Document Format (PDF) file using the following filename format:
- i. **IPCRF-Name-School**
 - ii. **OPCRF-Name-School/district**
 (Note: For PMT, create one folder for every school and one folder for all OPCRF file)
 - iii. For the PMT who will do the consolidation of all documents:
CALIBRATED-IPCRF-OPCRF-(DISTRICT)

7. Deadline of submission will be **on or before August 27, 2021, 5:00pm** through Google form link – <https://tinyurl.com/IO-Calibration2021>. Submission details shall be as follows:

Governance Level	Required Documents
Schools Division Office and Schools District Office	1. Accomplished Office Performance Calibration Form (Annex B-1 and B-2), duly signed by the rater and ratee 2. Scanned initial CY 2021 OPCR (<i>accomplished during Phase I- Performance Planning and Commitment</i>)

8. The OSDS-Personnel Unit of this division will be the one to consolidate the submissions from the district and functional divisions and forward to the Human Resource Development Section for review and endorsement to the region not later than **August 30, 2021, 12:00 NN**.
9. For further inquiries and clarification, you may contact Ms. Eppie P. Cabrera or Ms. Erlyn G. Mangadlao.
10. Immediate and widest dissemination of this Memorandum is desired.


JOSITA B. CARMEN, CESO V
 Schools Division Superintendent

Encl.: as stated

Reference/s: as stated

To be indicated in the Perpetual Index under the following subjects:

IPCRF OPCRF CALIBRATION

EGM/DM-CALIBRATION OF THE OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRFP) OF THE DEP-ED SCHOOLS DIVISION OF SURIGAO DEL SUR FOR CALENDAR YEAR 2021 DUE TO COVID-19 PANDEMIC_____/August 23, 2021

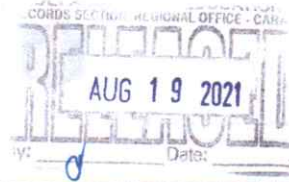


Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph





Republic of the Philippines
Department of Education
 CARAGA REGION



August 18, 2021

REGIONAL MEMORANDUM
 No. 641, s. 2021

To: ASST. REGIONAL DIRECTOR
 SCHOOLS DIVISION SUPERINTENDENTS
 PERFORMANCE MANAGEMENT TEAM
 CHIEFS OF THE FUNCTIONAL DIVISION
 This Region

**CALIBRATION OF THE OFFICE PERFORMANCE AND COMMITMENT REVIEW
 FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW
 FORM (IPCRF) OF THE REGIONAL OFFICE AND SCHOOLS DIVISION
 OFFICE FOR CALENDAR YEAR 2021 DUE TO COVID-19 PANDEMIC**

1. Per Memorandum No. DM-HROD-2021-0054 from the Office of the Undersecretary of Human Resource and Organizational Division, all offices and personnel in the Regional Office and Schools Division Office shall be allowed to calibrate their respective Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) for Calendar Year (CY) 2021 due to COVID-19 Pandemic.
2. Refer to the attached memorandum for the details of the recalibration.
3. For information, compliance, and immediate dissemination.


EVELYN R. FETALVERO, PhD, CESO IV
 Director IV

Encl/s.: As stated
 Reference/s: DepEd Order No. 2, s. 2015
 To be indicated in the Perpetual Index
 under the following subjects:

IPCRF

OPCRF

RECALIBRATION

HRD/mmv
 08/18/2021



Address: J.P. Rosales Avenue,
 Butuan City
 Trunkline No: (085) 342-8207
 Telefax No: (085) 342-5969
 Email: caraga@deped.gov.ph



2021-08-10305

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Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2021-0054

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : Calibration of the Office Performance Commitment Review
Form (OPCRF) and Individual Performance Commitment
Review Form (IPCRF) for Calendar Year (CY) 2021 pursuant to
DepEd Order (DO) No. 2, s. 2015

DATE : 10 August 2021

With reference to DepEd Order (DO) No. 2, s. 2015 entitled *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education*, Section 35 provides that:

"In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual objectives shall be allowed during the mid-year review. Exceptional cases shall include instances when high-level decisions are taken into effect such as changes in strategic direction, and circumstances beyond the control of the ratee such as natural and/or man-made calamities including typhoon, earthquake, and other fortuitous events."

In view of the ongoing pandemic and the fast-changing circumstances both in the external and internal environment of the Department, **all offices and personnel in the Central Office, Regional Office, and Schools Division Office shall be allowed to calibrate their respective Office Performance Commitment Review Form (OPCRF) and Individual Performance**

Commitment Review Form (IPCRF) for CY 2021, provided that the adjustments to be made shall fall under the following reasons and factors considered beyond the control of the office and individual personnel:

1. Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to the implementation of the Basic Education Learning Continuity Plan (BE-LCP), as approved by the Head of Office;
2. Changes/adjustments in the systems, processes, and strategies involved in the delivery and/or performance of planned/committed targets due to the pandemic (e.g., use of alternative strategies or remote modalities); and
3. Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.

To facilitate the performance calibration process, attached to this memorandum are the following:

1. Guide on How to Calibrate CY 2021 Office/Individual Performance Targets (*Annex A-1 and A-2*); and
2. Prescribed Office and Individual Calibration Forms (*Annex B-1 and B-2*).

The proposed calibration on the OPCR, if deemed necessary, shall be agreed upon by the rater and ratee, and shall be reflected in the Office Performance Calibration Form (*Annex B-1*). The duly accomplished Annex B-1 shall be submitted to the designated Performance Management Team (PMT), through the Personnel Division/Section/Unit in the respective governance level, for the review and recommendation of the PMT to the approving authority (per Rater-Ratee-Approving Authority Matrix in DO 2, s. 2015) for final approval and signature. Submission details shall be as follows:

Governance Level	Required Documents	Deadline	Receiving Office
Central Office	1. Accomplished Office Performance Calibration Form (<i>Annex B-1</i>), duly signed by the rater and ratee 2. Photocopy of initial CY 2021 OPCR (<i>accomplished during Phase I - Performance Planning and Commitment</i>)	August 25, 2021	CO-Personnel Division bhrod.pd@deped.gov.ph <i>*printed or e-copy are accepted</i>
Regional Office		August 31, 2021	Administrative Division - Personnel Section <i>*printed or e-copy are accepted</i>
Schools Division Office			OSDS - Personnel Unit <i>*printed or e-copy are accepted</i>

The approved calibrated OPCRf shall be the basis for the calibration of IPCRFs within the office. IPCRFs shall be agreed upon by the rater and ratee and approved by the approving authority. The PMT review of the IPCRF shall no longer be necessary; provided that, the calibration is anchored on the approved calibrated OPCRf. The office and employee calibration forms duly signed by the approving authority shall be returned to the Head of Office for record-keeping until the date for the submission of the calibrated OPCRfs and IPCRFs.

For any questions on this memorandum, you may coordinate with the Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD) at bhrod.hrdd@deped.gov.ph, or your respective Personnel Division/Section/Unit.

PURCHASE REQUEST

SCHOOLS DIVISION OF SURIGAO DEL SUR
Cebu Region
Department of Education
Republic of the Philippines



Office Performance Calibration Form		Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
#	ORIGINAL OPCRf CONTENT (Based on approved 2021 OPCRf)				
1	Example - Objective: Obj 1: Released draft policy on Enhanced DepEd RPLMS Guidelines to Bureau Director by December 2021	Remove Obj. 1 and reschedule for CY December 2022	Due to COVID-19, there was a reprioritization of office PAPS	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
2	Example - Timeline: Obj. 3 timeline is August 2021	Change Obj 3 Timeline from August 2021 to December 2021	Adjusted timeline because of change in program design of the activity	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
3	Example - Weight per KRA: Obj 7 weight is 15%	Change Obj 7 weight to 20%	There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPS	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
4	Example - Performance Indicator: Obj 9: Conducted	Change Efficiency Performance Indicator to: 5-Conducted online	Due to COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

CARLOS TAB SHAW C. CORREAS
Division Office

Signature: _____
Printed Name: _____
Designation: _____



1094211 3212
General Manager

PURCHASE REQUEST

Department Section Division Office Date	Department of Education Division Office Date	Remarks Unit Cost Total Cost	Remarks Unit Cost Total Cost	Remarks Unit Cost Total Cost	Remarks Unit Cost Total Cost
Capacity building to field personnel (Efficiency Performance Indicator) 5- Conducted workshop in all target regions 4- Conducted workshop in at least 14 regions 3- Conducted workshop in at least 10 regions 2- Conducted workshop in at least 7 regions 1- Conducted workshop in at least 4 regions		Workshop in all target regions 4- Conducted workshop in at least 14 regions 3- Conducted workshop in at least 10 regions 2- Conducted workshop in at least 7 regions 1- Conducted workshop in at least 4 regions		Workshop in all target regions 4- Conducted workshop in at least 14 regions 3- Conducted workshop in at least 10 regions 2- Conducted workshop in at least 7 regions 1- Conducted workshop in at least 4 regions	
Prepared by: Name of Rater and Position Date		Endorsed by: Name of Rater and Position Date		Recommended by: Name of PMT Chair or Designated PMT Representative Date	
Signature: Printed Name: Designation:		Signature: Printed Name: Designation:		Signature: Printed Name: Designation:	



PURCHASE REQUEST

Annex B-2

Individual Performance Calibration Form

#	IPCRF CONTENT (Based from approved IPCRF) Example - Objective: Obj. 1: Drafted revised policy on the RPL/S Guidelines	Proposed Amendment Remove Obj. 1 and reschedule for CY December 2021	Justification Due to COVID-19, there was a reprioritization of office PAPs	Rater Remarks <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:
1	Example - Timeline: Obj. 3 timeline is May 2020	Change Obj. 3 timeline from May 2021 to August 2021	Adjusted timeline because of change in program design of the activity	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:
2	Example - Weight per KRA: Obj. 7 weight is 15%	Change Obj. 7 weight to 10%	There was a need to adjust the weight for Obj. 7 due to re-prioritization of office PAPs.	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:
3	Example - Performance Indicator: Obj. 9 Provided technical assistance to personnel on the crafting of their IPCRF (Efficiency Performance Indicator).	Change Efficiency Performance Indicator to: 5. Provided technical assistance to 100% RO personnel through virtual meeting 4. Provided technical assistance to at least 80% RO personnel through virtual meeting	Due to COVID-19 pandemic and community quarantined restrictions, face-to-face activities are not allowed	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:

JOSEFA B. CARMEN, CESO V
3 years Division Superintendent

CARLOS TAN OHOW C. COYNEOS
EPS

Division Director
Printed Name
Signature



Division Office - Marikina City
Marikina City, Philippines
Tel. (038) 331-2112
Fax (038) 331-2112



PURCHASE REQUEST

Department: _____ Unit: _____		Stock No: _____ Unit: _____	
Name of Rater and Position: _____ Date: _____		Name of Authority and Position: _____ Date: _____	
Prepared by: _____ Date: _____		Endorsed by: _____ Date: _____	
Purpose: _____		Description: _____	
*Add rows as may be necessary		Total Cost: _____	

- 4. Provided technical assistance to at least 80% RO personnel
- 3. Provided technical assistance to at least 60% RO personnel through virtual meeting
- 2. Provided technical assistance to at least 40% RO personnel through virtual meeting
- 1. Provided technical assistance to below 39% of RO personnel



Department of Education
 Department of Health and Human Services
 Department of Information Technology