



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools
Division Superintendent

19 February 2021

DIVISION MEMORANDUM
 No. 052, s. 2021

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)
TEMPLATE FOR SCHOOL HEADS AND TEACHER-IN-CHARGE
FOR SCHOOL YEAR 2020-2021

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
Division Performance Management Team (PMT)
All Public Elementary and Junior HS/Senior HS School Heads
All Others Concerned
This Division

- Pursuant to DepEd Order No. 002, s. 2015 Guidelines on the Establishment and Implementation of the Results-Based Performance System (RPMS), this Office disseminates the OPCRf Template for School Heads and Teacher-In-Charge for SY 2020-2021.
- The following is the adjusted OPCRf timeline only for SY 2020-2021.

RPMS Cycle	TASKS			
	Activity	Form (s)	Timeline	Output
Phase I: Performance Planning & Commitment	Discussion/Issuance of PPSH; self-assessment	OPCRF, Self-assessment tools, OPCRf developmental plans	Fourth week of February 2021	Signed OPCRf-Development Plans based on self-assessment tools, signed OPCRf
Phase II: Performance Monitoring and Coaching	Performance Monitoring and Coaching; Mid-year review form	OPCRF, Self-assessment tools, OPCRf developmental plans using PMCF, mid-year review form	Third week of March 2021	Agreements based on PMCF (Performance Monitoring & Coaching Form), Mid-year review form (MRF) and electronic portfolio
Phase III: Performance Review and Evaluation	Year-End Review & Assessment, Evaluation of e-Portfolio &	OPCRF, Self-assessment tools, OPCRf developmental	A week after graduation/third week of June 2021	Signed Portfolio, Signed OPCRf with computed final rating



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	computation of final rating	plans using PMCF		
Phase IV: Performance Rewarding and Development Planning	Ways Forward and Development Planning	Final OPCRf Development Plans	July 2021	Reward, Recognition, OPCRf-Development Plans

3. The following is the process flow for the finalization of OPCRf:


Date	Activities	Person/Committee Responsible
June 28-30, 2021	Submission of OPCRf together with the e-portfolio/documents	School Principal/SIC/TIC
June 28-30, 2021	Receive the OPCRf together with the e-portfolio/documents	SDO Records Unit
July 5-9, 2021	SDO Records Unit submits to the Performance Management Team for checking	Division Performance Management team (PMT)
July 7-9, 2021	Consultation: Division Performance Management team (PMT) consults with Program Holders/ Focal Person	Division Performance Management team (PMT)/RPMS Focal
July 12-16, 2021	Division PMT submits reviewed OPCRf to the ASDS Office for recommendation	Division Performance Management team (PMT)
July 12-16, 2021	Receive the OPCRf together with the e-Portfolio/documents	ASDS Office Secretary/ASDS Office
July 21, 2021	ASDS Office submits the recommended OPCRf to the SDS Office for approval	ASDS Office Secretary/ASDS Office
July 22, 2021	Receive the recommended OPCRf together with the e-Portfolio/documents for approval	SDS Office Secretary/SDS Office
July 23, 2021	Submits approved OPCRf to SDO Records Unit for release to the SDO releasing section and to the concerned school head	SDS Office Secretary/SDS Office
July 26, 2021	Receive the Approved OPCRf	SDO Records Unit
July 27-30, 2021	Release of the approved OPCRf to the SDO releasing section and to the concerned school	SDO Records Unit/Releasing Section





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4. For further inquiries, you may contact Mr. Merogim P. Mugot, the RPMS Focal Person/Education Program Specialist II, HRD at 0926 364 9614.
5. Immediate and wide dissemination of this memorandum is desired.

DR. OLGA C. ALONSABE, CESE
Assistant Schools Division Superintendent 
OIC, Office of the Schools Division Superintendent

Encl:

As stated

Reference:

Division Memorandum 206, s. 2020
Division Order 002, s. 2015

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

EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM (PMS) SCHOOLS

SGOD/HRD/MPM



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DIVISION OF EL SALVADOR CITY
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Name of Employee: _____
Position: _____
School: _____
Rating Period: _____

Name of Rater: _____
Position: _____
Date of Review: _____

TO BE FILLED DURING PLANNING		TO BE FILLED DURING EVALUATION													
MF Os	KRAs	OBJECTIVES	Time line	Weight per KRA	KPI	MOVs	Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	Q E T	Ave	Rating	Score
		1.1 Implemented an appropriate and relevant instructional supervision in the new normal setting to achieve desired learning outcomes and performance standards		20%	Provided instructional supervision and technical assistance to teachers	<ul style="list-style-type: none"> Weekly checklist of WHLP, ILMP Monitoring Report on Findings and TA provided signed by TAP 	(5) 100% of teachers are supervised and provided technical assistance every month	(4) 75%-89% of teachers are supervised and provided technical assistance every month	(3) 50%-74% of teachers are supervised and provided technical assistance every month	(2) 25%-49% of teachers are supervised and provided technical assistance every month	(1) 1%-24% of teachers are supervised and provided technical assistance every month				
		1.2 Demonstrated a shared understanding, alignment and review of school plans, programs, activities, and projects		2.50%	Alignment of BE-LCP with SIP, AIP, LAC Design, Monitoring tools	<ul style="list-style-type: none"> Aligned and approved BE-LCP, SIP, AIP, SOB, Monitoring tools SOSA Virtual/F2F 	(5) Adjusted and approved BE-LCP, SIP, AIP, LAC Design, Monitoring Tools for Teachers, Learners, Parents	(4) Adjusted and approved BE-LCP, SIP, AIP, LAC Design	(3) Adjusted and approved BE-LCP, SIP, AIP	(2) Adjusted and approved BE-LCP, SIP,	(1) Adjusted and approved BE-LCP				

TO BE FILLED DURING PLANNING										TO BE FILLED DURING EVALUATION								
MF Os	KRAs	OBJECTIVES	Timelin e	Weight per KRA	KPI	MOVs	Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	ACTUAL RESULTS					Rating	Score
												Q	E	T	Ave			
	NAL SUPER VISION- 35%)	1.4 Institutionalized effective monitoring and evaluation processes and tools to promote learner achievement		5.00%	Utilized and interpreted monitoring evaluation processes and tools	<ul style="list-style-type: none"> Monitoring, evaluation and submission of checklist of Teachers' Required Forms: <ul style="list-style-type: none"> A.General Class Program BLIS C.EBEIS D.SF 4 E.SF 9 & 10 Quarterly summary of evaluated learners' records with comments and observations conformed/signed by TAP 	(5) 100% of teachers' up/keep of learners' records were monitored and evaluated and submitted two (2) weeks after the quarter ends	(4) 85%-99% of teachers' up/keep of learners' records were monitored and evaluated and submitted three(3) weeks after the quarter ends	(3) 70%-84% of teachers' up/keep of learners' records were monitored and evaluated and submitted four (4) weeks after the quarter ends	(2) 55%-69% of teachers' up/keep of learners' records were monitored and evaluated and submitted four (4) weeks after the quarter ends	(1) 0%-54% of teachers' up/keep of learners' records were monitored and evaluated and submitted more than four (4) weeks after the quarter ends							
		1.5 Improved the conduct of quality and relevant action research/innovation/intervention anchored on the research agenda to address pressing concerns in school		2.50%	Communicated the research/innovation/intervention findings at least at the school level with proof of utilization of research project	<ul style="list-style-type: none"> Research Paper duly signed by the division research coordinator Innovation intervention With Matrix showing communication or dissemination of research study/innovation/intervention 	(5) Implemented/Utilize at least one (1) approved research, innovation, and intervention in the school level	(4) Acquired an approved copy of proposal of one or more research, innovation, and intervention in the school level	(3) Submitted for approval one or more proposal for research, innovation, and intervention in the school level	(2) Conceptualize a research/innovation/intervention on the school level	(1) Conducted a survey/needs-based assessment as basis for research, innovation, intervention in the school level							

TO BE FILLED DURING PLANNING										TO BE FILLED DURING EVALUATION						
MFOs	KRA	OBJECTIVES	Time	Weight per KRA	KPI	MOV's	Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	ACTUAL RESULTS				
												Q	E	T	Ave	Rating
Domain 2: Managing School Operations and Resources (SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS-15%)		2.1 Demonstrated an efficient and effective school operations through systematized school data and information using technology		6%	Systematized school data and information using technology	<ul style="list-style-type: none"> -Copy of SF 4,5,6,7, & 8 with date received by DO -Printout of BOSY/EOSY Reports and validated copy of mapping report verified by BPO/BHW 	(5) Submitted accurate and updated school profiles at least 3 days before the deadline	(4) Submitted accurate and updated school profiles at least 1-2 days before the deadline	(3) Submitted accurate and updated school profiles on the deadline set	(2) Submitted accurate and updated school profiles 2-3 days after the deadline	(1) Submitted accurate and updated school profiles at 4-5 days after the deadline					
		2.2 Improved fiscal management through updated reporting on fund allocation, procurement, disbursement, and liquidation of funds.		3%	Submitted accurate and updated reports on allocation, procurement, disbursement, and liquidation aligned with the school plan		(5) Submitted 100% accurate and updated financial reports 5 days before the deadline	(4) Submitted 90-99% accurate and updated financial reports 1-4 days before the deadline	(3) Submitted 85-89% accurate and updated financial reports On the deadline set	(2) Submitted 80-84% accurate and updated financial reports 1-2 days after the deadline	(1) Submitted 75-79% accurate and updated financial reports 3 days or more after the deadline					
		2.3 Improved fiscal management through judicious utilization and liquidation of funds		3%	Utilization and Timely liquidation of cash advances		(5) 100% Utilization and Liquidation of cash advances with zero (0) disallowance at least 3 working days before the due date	(4) 90-99% Utilization and Liquidation of cash advances with 1-5% disallowance at least 1-2 working days before the due date	(3) 85-89% Utilization and Liquidation of cash advances with 6-10% disallowance on the due date	(2) 80-84% Utilization and Liquidation of cash advances with 11-15% disallowance 1-5 working days after the deadline	(1) 75-79% Utilization and Liquidation of cash advances with 16% and above disallowance 6 or more working days after the deadline					
		2.4 Achieved an enhanced School-based Management through monitoring, evaluation and adjustment (MEA)		3%	Attained level of SBM practices as evaluated by DO/validated by RO		(5) Attained 2.50 and above level of SBM practices as evaluated by DO/validated by RO	(4) Attained 2.01-2.49 level of SBM practices as evaluated by DO/validated by RO	(3) Attained 1.50-2.0 level of SBM practices as evaluated by DO/validated by RO	(2) Attained 1.01-1.49 level of SBM practices as evaluated by DO/validated by RO	(1) Attained 0.5-1.0 level of SBM practices as evaluated by DO/validated by RO					

TO BE FILLED DURING EVALUATION

TO BE FILLED DURING PLANNING

MF Os	KRAs	OBJECTIVES	Timeline	Weight per KRA	KPI	MOVs	ACTUAL RESULTS						Rating	Score
							Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	Q		
		For SHS 2.5.1 Intensified the tracking of SHS graduates For ES/JHS 2.5.2 Tracked grade 6/grade 10 completers school preference		2.50%	a. Reviewed track/specialization/ offerings based on industry needs/labor market and tracking of SHS graduates b. Tracked completers school preference	<ul style="list-style-type: none"> Profile of Industry needs/labor market Report on students/completers graduates tracked 	(5) 75% of SHS graduates tracked	(4) 50% of SHS graduates tracked	(3) 25% of SHS graduates tracked	(2) 10% of SHS graduates tracked	(1) 5% of SHS graduates tracked			
		3.1 Engaged the school community in maintaining a learner-friendly, inclusive and healthy learning environment		3%	Established and implemented the following: A. School Health Program (WINS, Hand Washing Facilities, Footbath, Solid waste management, SBFP - Elem. GPP) B. Comprehensive School Safety Program (SDRRM Compliance) C. School Child Protection Committee D. GAD Advocacy	<ul style="list-style-type: none"> Certification of Compliance signed by TAP/Division Focal Persons Action Plans and Accomplishment Reports signed by TAP/Division Focal Persons Pictures of MRF/property labelled trash bins, safety signages 	(5) A-D implemented	(4) Only 5 out of 6 are implemented	(3) Only 3-4 out of 6 are implemented	(2) Only 2 out of 6 are implemented	(1) Only 1 out of 6 is implemented			

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MF Os	KRAs	OBJECTIVES	Time	Weight per KRA	KPI	MOVs	Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	ACTUAL RESULTS				
												Q	E	T	Ave	Rating
Domain 3: Focusing on Teaching and Learning (LEARNING ENVIRONMENT-15%)		3.2 Managed the conduct of the implementation of relevant distance learning modality and ensured an equitable distribution of SLMs/IMs to cater to all types of learners		4%	Identified appropriate distance learning modality to particular groups of learners and implemented a systematic distribution and retrieval of SLMs	<ul style="list-style-type: none"> Learners' Profile based on LESF and validated through parents' feedback Profile of Learners with Organized Classes according to: PMDL, OMDL, TV-Based Instructional Delivery (incl. DepEd Commons), RB Instructional Delivery Distribution and Retrieval Plans Inventory of Modules 	(5) 100% of learners organized according to learning modality with 3 or more SLMs Distribution/Retrieval plans implemented with monitoring reports validated and signed by TAP/Division focal persons	(4) 75%-99% of learners organized according to learning modality with 3 or more SLMs Distribution/Retrieval plans implemented with monitoring reports	(3) 50%-74% of learners organized according to learning modality with 3 or more SLMs Distribution/Retrieval plans implemented with monitoring reports	(2) 25%-49% of learners organized according to learning modality with 3 or more SLMs Distribution/Retrieval plans implemented with monitoring reports	(1) 1%-24% of learners organized according to learning modality with 3 or more SLMs Distribution/Retrieval plans implemented with monitoring reports					
		3.3 Established an effective feedback mechanism to help teachers and home-learning partners improve their performance		4%	Used validated feedback obtained from learners, home-learning partners, and other stakeholders	<ul style="list-style-type: none"> Self-Monitoring Tool Record of Principal-Teacher Conference Record of Teacher-HLP Mentoring Sessions (Online/Offline/Face-to-Face) Post Conference Reports Teacher's/HLP Reflections Achievement Reports 	(5) 100% of Teachers/Hom e-learning Partners involvement in the feedback and response mechanism	(4) 75%-99% of Teachers/Hom e-learning Partners involvement in the feedback and response mechanism	(3) 50%-74% of Teachers/Hom e-learning Partners involvement in the feedback and response mechanism	(2) 25%-49% of Teachers/Hom e-learning Partners involvement in the feedback and response mechanism	(1) 1%-24% of Teachers/Hom e-learning Partners involvement in the feedback and response mechanism					
		3.4 Improved learning outcomes through enhanced performance														
		3.4.1 Dropout Rate		1%		SF4	(5) Attained 0% dropout rate	(4) Incurred 0.01 – 1% dropout rate (Retain)	(3) Incurred 1.01 – 2.0% dropout rate	(2) Incurred 1.26 – 1.5% dropout rate	(1) Incurred 1.6 above% dropout rate					

TO BE FILLED DURING PLANNING

TO BE FILLED DURING EVALUATION

MF Os	KRA	OBJECTIVES	Time	Weight per KRA	KPI	MOVs	ACTUAL RESULTS						Rating	Score	
							Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	Q			E
		3.4.2 Completion Rate		1%	Improved performance indicators	SF5 & SF6	(5) Attained 100% completion rate	(4) Attained 85-99% completion rate	(3) Attained 70-84% completion rate	(2) Attained 55-69% completion rate	(1) Attained 0-54% and below completion rate				
		3.4.3 Repetition Rate		1%		SF5 & SF6	(5) Attained 0% repetition rate	(4) Incurred .01 - 1% repetition rate	(3) Incurred 1.01 - 1% repetition rate	(2) Incurred 2.01 - 3.00% repetition rate	(1) Incurred 3.01 - 4.00% repetition rate				
		3.4.4 Promotion Rate		1%		SF5 & SF6	(5) Attained 100% promotion rate	(4) Attained 95% completion rate	(3) Attained 85% completion rate	(2) Attained 75% completion rate	(1) Attained 74% and below completion rate				
		4.1 Provided opportunities to teachers/hon-teaching personnel on career pathing including personal and professional development		5%	Monitored and evaluated the implementation of professional development initiatives	1. Duty approved HRD Plan (based from SF7 and IPCR), integrated in SIP 2. Information Dissemination of Opportunities 2.a. Meetings/other Activities 2.a.1. Activity Design/ Memo on Meeting 2.a.2. Minutes of Meetings/Activity w/ Attendance Sheet 2.b. Memos issued relative to opportunities- both for promotion and/or development interventions (e.g. trainings, webinars) 3. Coaching/Monitoring Form 4. Registration of teachers to professional organizations and proof of attendance to activities	(5) 100% of teachers are included in the HRD Plan; Monthly monitoring of HRD Plan	(4) 85-99% of teachers are included in the HRD Plan; Quarterly monitoring of HRD Plan	(3) 70-84% of teachers are included in the HRD Plan; Semestral monitoring of HRD Plan	(2) 55-69% of teachers are included in the HRD Plan; Annual monitoring of HRD Plan	(1) 0-54% of teachers are included in the HRD Plan; No monitoring on the implementation of HRD Plan				

TO BE FILLED DURING PLANNING

TO BE FILLED DURING EVALUATION

MF Os	KRAs	OBJECTIVES	Timeframe	Weight per KRA	KPI	MOVs	ACTUAL RESULTS					Rating	Score	
							Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor			Q
2. Professional and Career Development	Domain 4: Developing Self and Others (HUMAN RESOURCES AND DEVELOPMENT-15%)	4.2. Integrated laws, policies, and guidelines and issuances on the rights, privileges, and benefits of school personnel to ensure their general welfare		5%	Applied all pertinent laws, policies, and guidelines for general welfare	1. School Memo on Issuances by the Division/RO/CO relative to general welfare of employees (e.g. Attendance, AWA, PMS) 2. Committees established for employees' welfare (e.g. Grievance Committee, Learning and Development, Performance Management Team, PRAISE, CODI) 2.a. Designation Order of Personnel Memo on establishment of Committees 2.b. Action Plan and Accomplishment Report of Committees 2.c. Minutes of meetings w/ Attendance Sheet 3. Status Report from HRMO and HRD Section	(5) 100% of laws, policies, and guidelines and issuances are timely disseminated and applied	(4) 85-99% of laws, policies, and guidelines and issuances are timely disseminated and applied	(3) 70-84% of laws, policies, and guidelines and issuances are timely disseminated and applied	(2) 55-69% of laws, policies, and guidelines and issuances are disseminated and applied	(1) 0-54% of laws, policies, and guidelines and issuances are disseminated			
		4.3. Institutionalized a school rewards system with support from the wider school community in recognizing and motivating learners/teaching and non-teaching personnel to sustain exemplary performance		2.50%	Implemented and communicated a school rewards system	1. Rewards System Integrated in the SIP 2. Electronic Database of Awards granted 3. File copy of other documents relative to Rewards and Recognition (e.g. memos/minutes of meetings on dissemination of information, endorsements of nominated employees or school-based awardees)	(5) Conducted awarding/recognition ceremony, compliant with guidelines/rewards system established; There is an electronic database of awards granted and documents	(4) Conducted awarding/recognition ceremony, compliant with guidelines/rewards system established; There is an electronic database of awards granted	(3) Conducted awarding/recognition ceremony, compliant with guidelines/rewards system established	(2) Conducted awarding/recognition ceremony	(1) Conducted awarding/recognition ceremony, compliant with guidelines/rewards system established; There is an electronic database of awards granted and documents			

TO BE FILLED DURING PLANNING

TO BE FILLED DURING EVALUATION

MF Os	KRAs	OBJECTIVES	Timeline	Weight per KRA	KPI	MOV's	ACTUAL RESULTS					Rating	Score
							Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor		
		4.4 Provided technical assistance to teachers on matters pertaining to enhancement of classroom management skills and instructional competence and to non-teaching for support services within the RPMS cycle.		2.50%	teachers and non-teaching personnel were provided with technical assistance through SLAC, supervision, mentoring, conferences	1. Activity Design (signed by the SDS); 2. LAC minutes; 3. narrative report, 4. attendance sheet	(5) 100% of the teachers and non-teaching personnel were provided with technical assistance through SLAC, LDM, supervision, mentoring, conferences	(4) 85-99% of the teachers and non-teaching personnel were provided with technical assistance through SLAC, LDM, supervision, mentoring, conferences	(3) 70-84% of the teachers and non-teaching personnel were provided with technical assistance through SLAC, LDM, supervision, mentoring, conferences	(2) of the teachers and non-teaching personnel were provided with technical assistance through SLAC, LDM, supervision, mentoring, conferences	(1) 0-54% of the teachers and non-teaching personnel were provided with technical assistance through SLAC, LDM, supervision, mentoring, conferences		
Domain 5: Building Connections (PARENTS INVOLVEMENT AND COMMUNITY PARTN		5.1 Improved school performance through an enhanced school, family, and community partnership		10%	Accomplished the following indicators: A. Organization of HRPTA, GPTA, SGC B. Conduct of at least 4 PTA/SGC Meetings C. Involvement of parents and linkages with the Community in Conduct of Dry Run and Distribution/Retrieval of SLMs, Parenting Program, Seminar/Orientation, Family Day and SDRRM Advocacy D. Generation of school projects/donations/voluntary services/Brigada Eskwela Report E. Signed MOAs/MOUs	<ul style="list-style-type: none"> List of HRPTA/GPTA/SGC/Alumni Association with Attendance of Meetings, Letter of invitation, Minutes of Meetings, Action Plan Signed MOA/MOU Deed of Donation List of Services Rendered Brigada Eskwela Report 	(5) Accomplished all 5 indicators	(4) Accomplished 4 indicators	(3) Accomplished 3 indicators	(2) Accomplished 2 indicators	(1) Accomplished only 1 indicator		

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MF Os	KRA's	OBJECTIVES	Timeline	Weight per KRA	KPI	MOV's	ACTUAL RESULTS					Rating	Score	
							Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor			Q
ERSHIP- 15%)		5.2 Demonstrated inclusive practices such as gender sensitivity, physical and mental health awareness to foster awareness, acceptance and respect		5%	Conducted programs and projects related to gender sensitivity, physical and mental health awareness to foster awareness	Submitted the approved Gender and Development program and at least 5 accomplishment report related to gender sensitivity, physical and mental health awareness to foster awareness	(5) Submitted an approved GAD plan and accomplishment report	(4) Submitted an approved GAD plan and accomplishment report	(3) Submitted an approved GAD plan and accomplishment report	(2) Submitted an approved GAD plan and accomplishment report	(1) Submitted an approved GAD plan and accomplishment report			
6. OTHER TASKS (PLUS Factor-5%)		6.1 Conducted/ Presented 1 research at least in the Regional Level (School Head is the main proponent)		5%	Presented 1 or more tasks with accomplishment report and supporting documents									
		6.2 Increased SBM Level of Practice (Validated by RO)												
		6.3 Zero (0) Reported cases of conflict in schools												
		6.4 Recipient of Regional Awards												
		6.5 Performed Designated Tasks with desired outputs												
		6.6 Hosting of Division/Regional Events												
		6.7 Best BE Implementer												
		6.8 School Initiated Projects with impact to academic performance												
											OVER ALL RATING FOR ACCOMPLISHMENT	0	0.00	

*To get the score, the rating is multiplied by the weight assigned 100%

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Approving Authority