



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 8, 2020

REGIONAL MEMORANDUM

No. **299**, s. 2020

REITERATION ON THE PREPARATION AND SUBMISSION OF REGIONAL AND DIVISION OFFICE 2020 PERFORMANCE COMMITMENT REVIEW FORMS (OPCRFs) AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORMS (IPCRFs)

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In reference to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment of Results-Based Performance Management System (RPMS) in the Department of Education) and Regional Memo No. 060, s. 2020 (Guidelines in the Preparation and Submission of Office Performance Commitment Review Forms (OPCRFs) and Individual Performance Commitment Review Forms (IPCRFs)), this Office, through the **Performance Management Team (PMT)**, reminds all Regional and Schools Division Offices on the following additional **Guidelines on the Preparation and Submission of 2020 OPCRfs and IPCRfs**.

A. ON OPCR AND IPCR FORMS

1. All forms used for this purpose shall be based on the templates attached in DepEd Order No. 2, 2015, Annex E for OPCR and Annex F for IPCR. The MFO column may be omitted to give emphasis on the KRAs.
2. OPCR and IPCR shall be submitted with complete Parts: Part I – Performance Rating; Part II – Competencies; Part III – Summary of Ratings for Discussion; and Part IV – Development Plans.
3. All KRAs shall be based on and aligned with the Regional and Division Compendiums.

B. ON PERFORMANCE INDICATORS

1. Performance indicators shall be presented in a form of holistic rubrics where quality, efficiency, and timeliness are incorporated. However, in some remote cases, not all of these three criteria are included in all indicators depending on the tasks and/or deliverables, in which case, only the criteria covered shall be rated under actual results.



2. The indicators in the rubrics shall specify the five-point range (5 - highest and 1 - lowest), and percentage (100% highest and 50% and below lowest, for example), and/or number of accomplishments (depending on actual number accomplishments), and/or adjectival descriptions or standards.

C. ON SUBMISSION OF OPCR_s AND IPCR_s

1. OPCR_s and IPCR_s for 2020 shall be submitted to the Performance Management System (PMT) care of Policy, Planning, and Research Division (PPRD) on or before the last week of December 2020.
2. All OPCR_s and IPCR_s rated "**OUTSTANDING**" and **VERY SATISFACTORY**" regardless of point allocations shall be supported and attached with corresponding authentic or certified true copies of Means of Verifications (MOVs) per rating obtained.
3. Schools Division Superintendents and Regional Division Chiefs shall present first their accomplished OPCR_s to the PMT for evaluation and validation on the second week of January 2021 prior to approval by the Assistant Regional Director and Regional Director.
4. All MOV_s attached to OPCR_s shall be checked and evaluated by the PMT prior to the presentation setting while the IPCR_s shall be checked by the respective heads of office or by the rater.
5. On time or late submission of OPCR_s and IPCR_s, including respective AIP_s and WFP_s is part of the criteria on timeliness, hence, it is considered in the evaluation of ratings.

2. Any clarifications, issues, and concerns relative to these guidelines shall be coursed through the Policy, Planning, and Research Division (PPRD) at pprd.region8@deped.gov.ph.

3. Immediate dissemination of and compliance with this Memorandum are hereby directed.



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Director IV 

Enclosures: None

References: None

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

IPCR OPCR PERFORMANCE

PMT-ICC