



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

September 18, 2025

OFFICE MEMORANDUM

PPRD-2025- **465**

**MIDYEAR OFFICE PERFORMANCE, COMMITMENT AND REVIEW
FORMS (OPCRF) INTER-FUNCTIONAL DIVISION VALIDATION**

To: OIC-Regional Director
Functional Division Chiefs
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 entitled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education and in line with the Midyear Office Performance Commitment and Review (OPCR) cycle, this Office, through the Policy, Planning, and Research Division, informs all Regional Functional Divisions (RFDs) that the Midyear OPCRF Inter-Functional Division Validation shall be conducted on September 22, 2025, from 1:00 p.m. to 5:00 p.m.
2. The validation assignment shall be as follows:
 - CLMD-ESSD, *vice-versa*
 - Admin-FTAD, *vice-versa*
 - QAD-HRDD, *vice-versa*
 - PPRD-Finance, *vice-versa*
3. The Performance Calibration Form (PCF) is hereby attached and shall be used only if there are proposed changes, adjustments, or recommendations to the functional Divisions' OPCRF. All such revisions must be written directly on the said form.
4. Immediate dissemination of and compliance with this Memorandum are desired.



RONALO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

PPRD-MSM



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

Enclosure 1 to Office Memorandum No. _____

Office Performance Calibration Form (OPCF)

Mark an "x" on the appropriate box:

- ☐ YES, there is a need to calibrate the CY ____ OPCRF
☐ NO, there is no need to calibrate the CY ____ OPCRF

#	ORIGINAL OPCRF CONTENT (Based on approved OPCRF)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
	<i>Example – Weight per KRA: Obj 7 weight is 15%</i>	<i>Change Obj 7 weight to 20%</i>	<i>There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPS</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:
1				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:



#	ORIGINAL OPCRF CONTENT (Based on approved OPCRF)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
2				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Remarks:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Remarks:

Prepared by:

Endorsed by:

Name of Ratee and Position

Name of Rater and Position

Date:

Date:

Approved by:

Name of Authority and Position

Date:

How to Accomplish the Performance Calibration Form (PCF):

1. **Indicate the OPCRF Year** – Write the calendar year being validated (e.g., CY 2025).
2. **Mark the appropriate box** – Tick **YES** if there is a need to calibrate (revise/adjust) the OPCRF, or **NO** if no changes are needed.
3. **Fill in the table** as follows:
 - **Original OPCRF Content** – Copy the exact entry from the approved OPCRF (e.g., objective, success indicator, weight).
 - **Proposed Amendment** – State the correction, adjustment, or revision being recommended.
 - **Justification** – Briefly explain why the change is necessary (e.g., reprioritization, alignment to DepEd thrusts, corrections in weight).
 - **Rater Remarks** – Comments of the assigned validator.
 - **PMT Recommendation** – Tick whether the change is recommended or not, with supporting remarks.
4. **Approval Section** – After validation, the form must be signed and dated by the concerned officials (Ratee, Rater, PMT, and Approving Authority).
5. **Remarks** – Use the remarks space to clarify decisions or provide context.