



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5 August 2024

REGIONAL MEMORANDUM

ORD No. 799, s. 2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division and Regional Office Chiefs/Unit and Section Heads
School Heads
All Others Concerned

**CLARIFICATION ON THE USE OF OFFICE PERFORMANCE COMMITMENT
AND REVIEW (OPCR) FORM, REVISED 2024**

- In accordance with the Regional Memorandum No.299, s. 2024 re: **“Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards”**, the field informs of the above-captioned subject.
- For clarification, the OPCR, Revised 2024 is to be used by the following:

OPCR Users	
Regional Office	Regional Director Assistant Regional Director Chiefs of the Functional Divisions Designated Officers-In-Charge
Schools Division Offices	Schools Division Superintendents Assistant Schools Division Superintendents Chiefs of the Divisions Designated Officers-In-Charge
Elementary and Secondary Schools	School Heads Assistant School Principals Designated Officers-In-Charge

- Other details are stipulated in the attached memorandum.
- Immediate dissemination and compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

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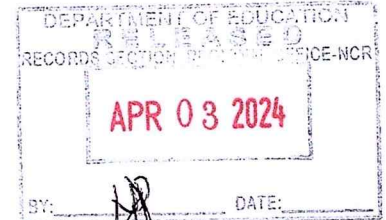
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 1, 2024

REGIONAL MEMORANDUM

No. 17-299 s. 2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public Elementary and Secondary School Heads
All other Concerned

**INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING
AND ASSESSMENT FOR FY 2024 ONWARDS**

1. In reference to the Memorandum DM-OUHROD-2024-0586 dated March 27, 2024, the field is informed that the Department has released the above-captioned subject, including the revised Office Performance Commitment Review Form (OPCRF), Revised 2024, which shall be used throughout the RPMS cycle covering the four phases namely: Phase I- Performance Planning and Commitment, Phase II- Performance Monitoring and Coaching, Phase III- Performance Review and Evaluation, and Phase IV- Performance Rewarding and Development Planning.
2. Other details are stipulated in the attached Memorandum.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0586

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
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development

SUBJECT : **INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE
PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS**

DATE : 27 March 2024

1. Pursuant to DepEd Order (DO) No. 2, s. 2015 or the *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education* and to ensure that the offices diligently and consciously integrate the agency priorities and strategic directions in work plans as determined during the office planning and commitment, this Department releases the **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards**, including the revised Office Performance Commitment and Review Form (OPCRF).

2. This Interim Guidelines shall ensure that office plans, commitments, and performance account for the achievement and contribution of the different delivery units in all governance levels to the Agency's Organizational Outcomes as committed in the General Appropriations Act (GAA), Basic Education Development Plan (BEDP), and MATATAG Agenda, among others.

3. With this, offices shall utilize the **Office Performance Commitment and Review (OPCR) Form, Revised 2024**, as attached in **Annex A**, in reflecting the commitments and performance based on its office mandates, in ensuring the immediate integration of and alignment with the Agency's Organizational Outcomes, and in reflecting office's contributions in achieving the strategic priorities set under



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the MATATAG Agenda as well as their respective education development plans in the Region, Divisions, and schools as a direction in resolving basic education challenges.

4. The salient features of the revised OPCRf include the following:
 - a. Alignment of the office/school commitments with the overall Organizational Outcomes and Programs
 - b. Streamlining commitments and targets as follows:
 - i. **Commitment to Organizational Outcomes** – office commitments and accomplishments based on the office functions and Key Result Areas (KRAs) with clear attribution to their direct contribution to the organizational outcomes/outputs indicated in the GAA Programs/Subprograms outputs/outcomes, BEDP Pillars, and MATATAG Agenda.
 - ii. **Innovating and Intervening Accomplishments** – office outputs/outcomes enabling, supportive, and/or contributory to the achievement of the organizational commitments and office Key Result Areas (KRAs).
 - iii. **Organizational Effectiveness** – office accomplishments in relation to the Performance-Based Bonus (PBB) oversight requirements.
 - iv. **Leadership Competencies** – competencies expected of heads of functional offices who hold managerial and executive/supervisory positions.
 - v. **Core Behavioral Competencies** – individual 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 6713. They represent the way individuals embody and live the values of the organization and the civil service.

5. The revised OPCRf shall be used throughout the RPMS Cycle which covers the performance for one (1) whole year following a four-stage cycle, to wit: (i) Performance Planning and Commitment (Phase I); (ii) Performance Monitoring and Coaching (Phase II); (iii) Performance Review and Evaluation (Phase III); and (iv) Performance Rewarding and Development Planning (Phase IV).

6. The revised OPCRf shall be used by the heads of offices and functional offices/divisions/units in the Central, Regional, and Schools Division Offices, and heads of schools in the elementary and secondary levels. In addition, Assistant Directors in the CO, Assistant Regional Directors, Assistant Schools Division Superintendents, and Assistant School Principals shall likewise use the revised OPCRf to capture their specific performance contributing to the office/school plans and accomplishments.

7. To provide guidance to offices, ratees, and raters in office performance planning, monitoring, and assessment, the comprehensive **Interim Guidelines** is attached as **Annex B**.

8. Annexes of this Memorandum shall be made available for accessing/viewing and downloading at this link: <https://bit.ly/OPCRF2024Annexes>



9. A series of national orientations shall be conducted to capacitate heads of offices and functional divisions in all governance levels on the interim guidelines and the accomplishment of the revised OPCR. A separate Memorandum shall be issued on this.

10. 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.hrdd@deped.gov.ph or telephone number (02) 8470-6630.

11. **Immediate dissemination of and strict adherence to this Memorandum is directed.**