



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

16 October 2024

**REGIONAL MEMORANDUM**

ORD No. 1102, s. 2024

**To:** Schools Division Superintendents  
Assistant Schools Division Superintendents  
Division and Regional Office Chiefs  
School Heads  
All Others Concerned

**FY 2024 ADJUSTED REGIONAL OFFICE PERFORMANCE COMMITMENTS  
REVIEW FORM**

1. In accordance with the DO 2 S. 2015 “Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education” and the attached Regional Memorandum No. 732 s. 2024 “Clarification on the Implementation of EO No. 61 s. 2024 Relative to the Implementation DepEd RPMS”, this office releases the above-captioned subject as the basis for the heads of offices in the fields to calibrate their 2024 Office Performance Commitment and Review Form.
2. For guidance and clarification on completing the template, the following memoranda are attached as references;
  - a) DM-OUHROD-2024-0586 “Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards”
  - b) Regional Memorandum ORD No. 799 s. 2024 “Clarification on the use of Office Performance Commitment and Review (OPCR)Form, Revised 2024”
3. The 2024 OPCRF and other RPMS tools are available for access and download via the following link: <https://bit.ly/OPCRF2024Annexes>.
4. Immediate dissemination of and utmost compliance with this Memorandum are desired.

**JOCELYN DR ANDAYA**  
Director IV



6 Misamis St., Bago Bantay, Quezon  
City

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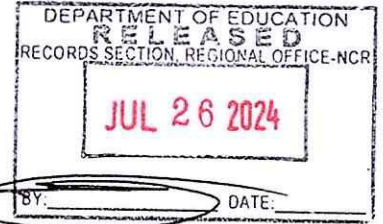


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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



BY: \_\_\_\_\_ DATE: \_\_\_\_\_

July 22, 2024

**REGIONAL MEMORANDUM**

No. \_\_\_\_\_ s. 2024

**To:** Schools Division Superintendents  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**CLARIFICATION ON THE IMPLEMENTATION OF EO NO. 61 S. 2024  
 RELATIVE TO THE IMPLEMENTATION OF DEPED RPMS**

1. In reference to the Memorandum DM -OSEC-2024-01 titled "Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) relative to Executive Order No. 61 (s.2024)", the field is informed of the above-captioned subject.
2. The 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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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**  
DM-OSEC-2024- 01

FOR : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**Public Elementary and Secondary School Heads**  
**All Others Concerned**

ATTENTION : **Performance Management Teams in All Governance Levels**

FROM :   
**SONNY M. ANGARA**  
*Secretary*



SUBJECT : **GUIDANCE ON THE IMPLEMENTATION OF DEPED RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) RELATIVE TO EXECUTIVE ORDER NO. 61 (S. 2024)**

DATE : 22 July 2024

1. With reference to the Executive Order (EO) No. 61, s. 2024 titled, '*Suspending the Implementation of Administrative Order No. 25 (s. 2011) and Executive Order No. 80 (s. 2012), As Amended*' dated 3 June 2024, this is to announce the **suspension of the implementation of the Results-Based Performance Management System (RPMS) for all DepEd school-based personnel for the upcoming SY 2024-2025**. All activities related to RPMS at the school level, including performance planning and commitment, monitoring, assessment, and evaluation of the school and individual personnel (i.e., school heads, teachers, and non-teaching personnel at the school level), shall be suspended until further notice.
2. While the Department understands the importance of performance management in achieving educational goals, it also recognizes the need for all its schools and school personnel, particularly teachers, to focus on the preparations for the opening of classes for SY 2024-2025. Furthermore, aligned with the objectives of EO No. 61, this suspension aims to review and study the implementation of RPMS at the school level with the goal of streamlining, improving, and simplifying processes and requirements, supporting the direction of the Department to reduce the tasks of teachers by rationalizing their workload.

However, it should be emphasized that the **results of the performance evaluation RPMS Office Performance Commitment and Rating Form (OPCRF)**

and **Individual Performance Commitment and Review Form (IPCRF)** ratings remain as requirements for particular human resource (HR) actions and personnel benefits, both monetary and non-monetary performance-related incentives, such as step increments, mid-year and year-end bonuses, promotion, awards and recognition, educational support, training opportunities, and other related official travels.

- Hence, the **submission of OPCRf and IPCRF ratings of school-based personnel for SY 2023-2024 shall still be required.** This is to avoid possible grounds for disqualification of school-based personnel from monetary and non-monetary performance-related incentives.
- In view of the foregoing and to provide DepEd schools and school-based personnel ample time to perform RPMS-related activities, an adjusted and revised RPMS Timeline for SY 2023-2024 shall be provided as follows:

|  | SY 2023-2024 RPMS Cycle Phase                              | Task/ Activity  | RPMS Tool/Form   | Person/s Involved  | Extended Schedule        |
|--|--|---|--|--|--------------------------|
| School-based Personnel<br><i>(school heads, teachers, and non-teaching personnel in schools)</i> | PHASE III<br>Performance Review and Evaluation             | Review and assessment of individual performance                       | IPCRF for SY 2023-2024<br><br><i>(For teachers, use eIPCRF tool; download at <a href="http://bp.deped.gov.ph/CRFSY2023-2024">http://bp.deped.gov.ph/CRFSY2023-2024</a>)</i>  | Ratees <i>(teachers, non-teaching personnel),</i><br><br>Raters, Approving Authorities | Until September 15, 2024 |
|  |  | Review and assessment of school performance                           | OPCRF  | Ratees <i>(school head),</i><br>Raters, Approving Authorities                          | Until September 15, 2024 |
|  | PHASE IV<br>Performance Rewarding and Development Planning | Finalization of Development Plans                                     | IPCRF-IDP<br><br>OPCRF- Development Plan   | Ratees <i>(teachers, non-teaching personnel)</i><br><br>Ratees <i>(school heads)</i>   | Until September 15, 2024 |
|  |  | Submission IPCRF and Uploading of Teachers' eIPCRF thru eIPCRF System | Accomplished IPCRF for SY 2023-2024<br><br>eIPCRF Consolidation System <i>(for teachers, submit through eIPCRF online submission; access at <a href="http://eipcrf.deped.gov.ph">http://eipcrf.deped.gov.ph</a>)</i> | Ratees and Raters  | Until September 30, 2024 |
|  |  | Submission of OPCRf to SDO  | Accomplished OPCRf   | Ratees <i>(school heads)</i>   | Until September 30, 2024 |
|  |  |   |  |  |                          |

- Finally, the implementation of FY 2024 RPMS for non-school based personnel in the DepEd Central Office (CO), Regional Offices (RO), and Schools Division Offices (SDO) shall continue to be in force. The existing guidelines and issuances governing the accomplishment of OPCRf and IPCRF of non-school based personnel shall remain in effect.

6. This Memorandum is issued to clarify the implementation of EO No. 61 relative to the implementation of DepEd RPMS. This is to ensure continuous improvement of the DepEd performance management system while remaining consistent with the response of the Civil Service Commission (CSC) to DepEd's inquiry on the same, through CSC letter dated 27 June 2024, by which it clarifies that:

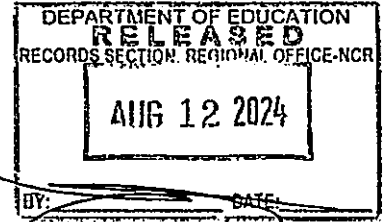
*“[...] The provisions of AO No. 25 and EO No. 61 about RBPMS is a performance management system that focuses on the performance of government agencies. The CSC's SPMS and CESB's CESPES are aligned to the RBPMS for purposes of ensuring seamless implementation of the performance management of agencies vis-à-vis their mandates and strategic objectives/goals.*

*The **SPMS should be distinguished from the RBPMS** as the former is a performance management system that focuses on individual's performance and its alignment with the agency's organizational vision, mission, and goals, while the latter is focused on performance management of government agencies.*

*Accordingly, the suspension of the RBPMS and PBI System and other relevant issuances related thereto pursuant to EO No. 61, s. 2024, **is deemed not to affect the implementation of the SPMS as required by law (EO No. 292).***

***Agencies are advised to continue with the implementation of their existing CSC-approved agency SPMS** to monitor and evaluate the employees' work performance that aligned to their agencies' mandates, functions, and commitments.”*

7. Further guidance and updates regarding DepEd RPMS will be provided as necessary.
8. For more information, please contact the **Bureau of Human Resource and Organizational Development (BHROD-HRDD)**, 4<sup>th</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or at telephone number (02) 8470-6630.
9. For immediate dissemination and strict compliance.



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:

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

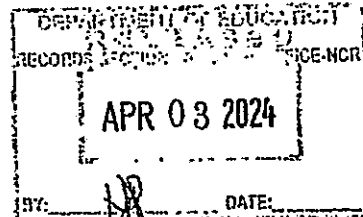
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Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

April 1, 2024

**REGIONAL MEMORANDUM**

No. 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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Website: <http://www.depedncr.com.ph>

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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



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 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**, 4<sup>th</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number (02) 8470-6630.

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





| No. | Name | Position | Department | Date of Birth | Date of Appointment | Date of Termination | Performance Rating |        | Remarks | Yearly Review Rating |
|-----|------|----------|------------|---------------|---------------------|---------------------|--------------------|--------|---------|----------------------|
|     |      |          |            |               |                     |                     | Actual             | Target |         |                      |
| 1   | ...  | ...      | ...        | ...           | ...                 | ...                 | ...                | ...    | ...     | ...                  |
| 2   | ...  | ...      | ...        | ...           | ...                 | ...                 | ...                | ...    | ...     | ...                  |

ACTUAL PERFORMANCE AND INTERVIEW ACCORDING TO THE FOLLOWING... TO BE FILLED IN DURING PLANNING

| Key Result Areas (KRAs)             | Objectives   | Timeline    | Weight Allocation | Description (of project/assignment)                                    | Performance Rating (1-5) | RATING SCALE |   |   |   |   | Terms of Verification (Qual) | Actual Results/ Accomplishments | RATING (ACTUAL) | AVERAGE (ACTUAL) | VEERED (ACTUAL) | REMARKS | END-YEAR REVIEW RATING |
|-------------------------------------|--|-------------|-------------------|--|--------------------------|--------------|---|---|---|---|------------------------------|---------------------------------|-----------------|------------------|-----------------|---------|------------------------|
|                                     |  |             |                   |  |                          | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |
| Strategic Leadership and Management | 1. Formulate the National Education Development Plan (EDP) and coordinate the implementation of the EDP in the region. | 1st Quarter | 2%                | Developed a 3-year development plan for the EDP of the LAMPANA region. | Quality                  | 5            | 4 | 3 | 2 | 1 | Yearly Review Rating         |                                 |                 |                  |                 |         |                        |
|                                     |  |             |                   |  | Quantity                 | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |
| Strategic Leadership and Management | 2. Execute the EDP in the region and coordinate the implementation of the EDP in the region.                           | 2nd Quarter | 1%                | No need for EDP in the region.   | Quality                  | 5            | 4 | 3 | 2 | 1 | Yearly Review Rating         |                                 |                 |                  |                 |         |                        |
|                                     |  |             |                   |  | Quantity                 | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |
| Strategic Leadership and Management | 3. Strengthen the educational institutions in the region.  | 3rd Quarter | 1%                | No need for EDP in the region.   | Quality                  | 5            | 4 | 3 | 2 | 1 | Yearly Review Rating         |                                 |                 |                  |                 |         |                        |
|                                     |  |             |                   |  | Quantity                 | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |

| Key Result Areas (KRAs)             | Objectives  | Timeline    | Weight Allocation | Description (of project/assignment) | Performance Rating (1-5) | RATING SCALE |   |   |   |   | Terms of Verification (Qual) | Actual Results/ Accomplishments | RATING (ACTUAL) | AVERAGE (ACTUAL) | VEERED (ACTUAL) | REMARKS | END-YEAR REVIEW RATING |
|-------------------------------------|---|-------------|-------------------|-------------------------------------|--------------------------|--------------|---|---|---|---|------------------------------|---------------------------------|-----------------|------------------|-----------------|---------|------------------------|
|                                     |   |             |                   |                                     |                          | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |
| Strategic Leadership and Management | 1. Strengthen the educational institutions in the region.         | 4th Quarter | 1%                | No need for EDP in the region.      | Quality                  | 5            | 4 | 3 | 2 | 1 | Yearly Review Rating         |                                 |                 |                  |                 |         |                        |
|                                     |   |             |                   |                                     | Quantity                 | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |
| Strategic Leadership and Management | 2. Review and improve the educational institutions in the region. | 1st Quarter | 1%                | No need for EDP in the region.      | Quality                  | 5            | 4 | 3 | 2 | 1 | Yearly Review Rating         |                                 |                 |                  |                 |         |                        |
|                                     |   |             |                   |                                     | Quantity                 | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |
| Strategic Leadership and Management | 3. Review and improve the educational institutions in the region. | 2nd Quarter | 1%                | No need for EDP in the region.      | Quality                  | 5            | 4 | 3 | 2 | 1 | Yearly Review Rating         |                                 |                 |                  |                 |         |                        |
|                                     |   |             |                   |                                     | Quantity                 | 5            | 4 | 3 | 2 | 1 |                              |                                 |                 |                  |                 |         |                        |



6116 - OPERATIONAL EFFECTIVENESS (OE)  
 The Department's effectiveness in delivering programs and services to the people of Nevada is measured by the extent to which the Department's programs and services are delivered in a timely, efficient, and cost-effective manner.

TO BE FILLED IN DURING PLANNING

TO BE FILLED DURING EVALUATION

Mid-Year Review Rating

| Operational Effectiveness Area | Objectives   | Weight Allocation | Performance Measure (Priority, Metric)   | RATING SCALE   |                       |                  |              |          | Impact of Measure (Priority)   | Actual Rating (Scale) | AVERAGE RATING | WEIGHTED AVERAGE | REMARKS | MID-YEAR REVIEW RATING |
|--------------------------------|--|-------------------|--|--|-----------------------|------------------|--------------|----------|--|-----------------------|----------------|------------------|---------|------------------------|
|                                |  |                   |  | 5 (Outstanding)  | 4 (Very Satisfactory) | 3 (Satisfactory) | 2 (Marginal) | 1 (Poor) |  |                       |                |                  |         |                        |
| Program Development            | 1. General utility monitoring system implementation system is completed effectively and efficiently.   | 25                | Total cost of system is less than \$100,000.<br>System is operational by December 2024.            | 5  | 4                     | 3                | 2            | 1        | System is operational and monitoring is effective.                   |                       |                |                  |         |                        |
|                                |  |                   |  | System is operational and monitoring is effective.                   |                       |                  |              |          |  |                       |                |                  |         |                        |
| Financial Effectiveness        | Utilize the public benefits of the program in accordance with the current Administration's program and fiscal requirements and legislative action. | 25                | Budget is within 5% of the approved budget.<br>Program is completed by the end of the fiscal year. | 5  | 4                     | 3                | 2            | 1        | Program is completed and budget is within 5% of the approved budget. |                       |                |                  |         |                        |
|                                |  |                   |  | Program is completed and budget is within 5% of the approved budget. |                       |                  |              |          |  |                       |                |                  |         |                        |
| Program Development            | Implement a new program to improve the quality of the program.   | 25                | Program is operational by the end of the fiscal year.  | 5  | 4                     | 3                | 2            | 1        | Program is operational and quality is improved.                      |                       |                |                  |         |                        |
|                                |  |                   |  | Program is operational and quality is improved.                      |                       |                  |              |          |  |                       |                |                  |         |                        |

- HRCO
- PUS
- LMS
- CALIPRO
- PUS
- LMS
- PUS
- LMS







**PART III: SUMMARY OF MID-YEAR REVIEW RATINGS**

| Final Performance Components             | Weight Allocation | Calculated Score | Overall Score | RFRS Rating      |                  |
|--|-------------------|------------------|---------------|------------------|------------------|
|  |                   |                  |               | Numerical Rating | Agree/ral Rating |
| <b>PART I</b>                            |                   |                  |               |                  |                  |
| A. Commitment to Organizational Outcomes | 50%               |                  |               |                  |                  |
| B. Innovating and Fulfilling Assignments | 20%               |                  |               |                  |                  |
| C. Organizational Effectiveness          | 15%               |                  |               |                  |                  |
| <b>PART II</b>                           |                   |                  |               |                  |                  |
| A. Leadership Competencies               | 2.5%              |                  |               |                  |                  |
| B. Core Behavioral Competencies          | 2.5%              |                  |               |                  |                  |

**Rater Self-Assessment**

The signatories below confirm that the employee and his/her supervisor have agreed to the contents of the performance as captured in this form.

Name of Employee: JOSEEL YN DR ANIAYA  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Name of Supervisor: ATTY. REYSEE L. ESCOBEDO  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

| RFRS Rating Table |                  |                   |
|-------------------|------------------|-------------------|
| Range             | Numerical Rating | Agree/ral Rating  |
| 4.500-5.000       | 5                | Outstanding       |
| 3.000-4.499       | 4                | Very Satisfactory |
| 2.500-2.999       | 3                | Satisfactory      |
| 1.500-2.499       | 2                | Unsatisfactory    |
| 1.000-1.499       | 1                | Poor              |

**PART IV: IMPROVEMENT AND DEVELOPMENT PLANS**

**Part IV-A: Office Improvement Plan**

|           |                   | Action Plan  |  |          |                  |  |
|-----------|-------------------|--|--|----------|------------------|--|
| Strengths | Development Needs | Learning Objective (based on the developmental intervention) | (Recommended Developmental Intervention) | Timeline | Resources Needed |  |
|           |                   |  |  |          |                  |  |
|           |                   |  |  |          |                  |  |
|           |                   |  |  |          |                  |  |

Feedback:

**Part IV-B: Individual Development Plan**

| Action Plan |                   |  |  |          |                  |
|-------------|-------------------|--|--|----------|------------------|
| Strengths   | Development Needs | Learning Objective (based on the developmental Intervention) | (Recommended Developmental Intervention) | Timeline | Resources Needed |
|             |                   |  |  |          |                  |
|             |                   |  |  |          |                  |
|             |                   |  |  |          |                  |

Feedback:

**JOCELYN DR ANDAYA**  
RATER

**ATTY. REVSEE A. ESCOBEDO**  
RATER

**JUAN EDGARDO ANGARA**  
APPROVING AUTHORITY