



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



November 11, 2024


REGIONAL MEMORANDUM

No. 1187 s. 2024

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

**ELECTRONIC COPY OF THE ADJUSTED 2024 REGIONAL OFFICE
PERFORMANCE COMMITMENTS AND REVIEW FORM**

1. In reference to the attached Regional Memorandum ORD 1102 s. 2024 titled "*Adjusted Regional Office Performance Commitments and Plans*", this Office provides all concerned with the above-captioned subject.
2. The adjusted 2024 Regional Office Performance Commitments and Review Form can be accessed through the link ***<https://tinyurl.com/RDAdjusted2024OPCRF>***.
3. All other provisions of the memorandum continue to remain in effect.
4. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operation



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 OPCR 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

Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION, REGIONAL OFFICE-NCR
JUL 26 2024
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



6 Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
Website: <http://www.dopedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
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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.

3. 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.
4. 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 <i>(school heads, teachers, and non-teaching personnel in schools)</i>	PHASE III Performance Review and Evaluation	Review and assessment of individual performance	IPCRF for SY 2023-2024 <i>(For teachers, use eIPCRF tool; download at www.deped.gov.ph)</i>	Ratees <i>(teachers, non-teaching personnel)</i> , Raters, Approving Authorities	Until September 15, 2024
		Review and assessment of school performance	OPCRF	Ratees <i>(school head)</i> , Raters, Approving Authorities	Until September 15, 2024
	PHASE IV Performance Rewarding and Development Planning	Finalization of Development Plans	IPCRF-IDP OPCRF- Development Plan	Ratees <i>(teachers, non-teaching personnel)</i> 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 eIPCRF Consolidation System <i>(for teachers, submit through eIPCRF online submission; access at www.deped.gov.ph)</i>	Ratees and Raters	Until September 30, 2024
		Submission of OPCRf to SDO	Accomplished OPCRf	Ratees <i>(school heads)</i>	Until September 30, 2024

5. 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:

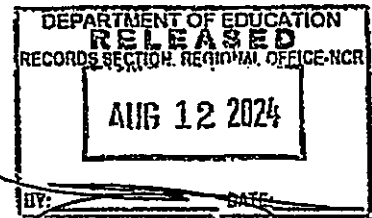
“[...] The provisions of AO No. 25 and EO No. 61 about RBPMS is a performance management system that focuses on the performance of government agencies. The CSC's SPMS and CESB's CESPES are aligned to the RBPMS for purposes of ensuring seamless implementation of the performance management of agencies 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)**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at 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:

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

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Address: 6 Milsamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-FD04	Rev	00
Effectivity	01.28.23	Pgno	1 of 1





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
 RECORDS SECTION
 APR 03 2024
 BY: [Signature] DATE:

April 1, 2024

REGIONAL MEMORANDUM

No. 209 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



6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncc@deped.gov.ph
 Website: <http://www.depednccr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.28.23	Page	1 of 1



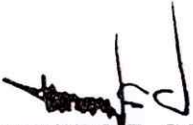
Republika ng Pilipinas

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 OPCRf. 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.**

OFFICE PERFORMANCE MID-YEAR REVIEW FORM (OPMRF)
 Revised 2024

Name of Employee	JOCELYN DRAVIDA	Name of Rater	ATTY. RENEE A. ESCOBEDO
Position/Designator	Director IV	Position	Undersecretary
Review Period	FY 2024	Acronyms Authority	SONNY ANGARA, Dept of Secretary
Strategic Area/Division/Service/Region/Department	DocEd - National Capital Region	Date of Review	Jan - Dec 2024
Statement of Reviewer/Supervisor/Division Statement of Purpose			

PART I.A. COMMITMENT TO ORGANIZATIONAL OUTCOMES (80%)
 Part I.A. Commitment to Organizational Outcomes shall capture office commitments, performance, and accomplishments based on office mandates and KQAs as reflected in the official issuances on the Compendium of Office Functions. This part shall capture the contributions of the office directly targeting the Organizational Outcomes Indicated in the General Appropriation Act (GAA) Programs/Subprograms, Basic Education Development Plan (BEDP) Pillars, MATATAG Agenda priority universities, and other national level commitments that are aligned with and relevant to the other KQAs. Clear attribution shall be made to ensure such alignment.

Key Result Areas (KRA) (Based on Office Mandate and Functions)	Organizational Outcomes Alignment		Objectives (Based on Office Functions)	Timeline	Weight Allocation	Description (Reported outcomes/ outputs/services)	Performance Measure (Quality, Efficiency, Timeliness)		Rating Scale					TO BE FILLED DURING EVALUATION						
	Organizational Outcome Attribution (Refer to the GAA Program/Subprogram and (BEDP Pillars)	BEP Pillars					Quality	Efficiency	Timeliness	1 (Poor)	2 (Unsatisfactory)	3 (Satisfactory)	4 (Very Satisfactory)	5 (Outstanding)	Means of Verification (MOVs)	Actual Accomplishments	RATING (Q, E, T)	WEIGHTED AVERAGE (Q, E, T)	REMARKS	MID-YEAR REVIEW RATING
Curriculum Management Policy and Research Program	Quality	MATATAG Pillars	1. Achieved the targeted number of completed education research	January to December 2024	5%	No. of Action and Basic Research Correlated	Quality	100% of the completed researches passed the quality control criteria without revision	90 to 95% of the completed research passed quality control criteria without revision	80 to 85% of the completed research passed quality control criteria without revision	70 to 75% of the completed research passed quality control criteria without revision	65% or below of the completed research passed quality control criteria without revision	BAR 1, BEIP Monitoring Report							
			2. Make steps to accelerate the delivery of basic education facilities and services.	January - December 2024	5%	Public Schools meeting the standard ratio for teachers in all levels of education	Efficiency	95 - 100% of the schools met the standard teacher ratio	90 - 95% of the schools met the standard teacher ratio	85 - 89% of the schools met the standard teacher ratio	80 - 84% of the schools met the standard teacher ratio	75% and below of the schools met the standard teacher ratio	BAR 1, Annual Accomplishment Report							
			3. Achieved the target number of filled up or newly created teaching positions per national standards	January - December 2024	5%	Newly created teaching positions filled-up	Timeliness	The schools met the standard teacher ratio before the opening of classes	The schools met the standard teacher ratio within the 1st quarter	The schools met the standard teacher ratio within the 2nd quarter	The schools met the standard teacher ratio within the 3rd quarter	The schools met the standard teacher ratio within the 4th quarter	BAR 1, Inventory of filled up/newly created teaching positions							
Strategic Leadership and Governance	Access	MATATAG Pillars	1. Give good care of learners by promoting learner well-being, inclusive education, and a positive learning environment	January to December 2024	5%	Percentage of learners enrolled in SHED, ALIVE, and ALS	Quality	100% of the target learners on SHED, ALIVE, and ALS are screened based on the prescribed criteria/qualification	95-98% of the target learners on SHED, ALIVE, and ALS were enrolled	90-95% of the target learners on SHED, ALIVE, and ALS were enrolled	85-89% of the target learners on SHED, ALIVE, and ALS were enrolled	80% and below of the target learners on SHED, ALIVE, and ALS were enrolled	BAR 1, Enrollment report on SHED, ALIVE, and ALS							
			2. Take steps to accelerate the delivery of basic education facilities and services.	January - December 2024	5%	Public Schools meeting the standard ratio for teachers in all levels of education	Efficiency	95 - 100% of the schools met the standard teacher ratio	90 - 95% of the schools met the standard teacher ratio	85 - 89% of the schools met the standard teacher ratio	80 - 84% of the schools met the standard teacher ratio	75% and below of the schools met the standard teacher ratio	BAR 1, Annual Accomplishment Report							
			3. Achieved the target number of filled up or newly created teaching positions per national standards	January - December 2024	5%	Newly created teaching positions filled-up	Timeliness	The schools met the standard teacher ratio before the opening of classes	The schools met the standard teacher ratio within the 1st quarter	The schools met the standard teacher ratio within the 2nd quarter	The schools met the standard teacher ratio within the 3rd quarter	The schools met the standard teacher ratio within the 4th quarter	BAR 1, Inventory of filled up/newly created teaching positions							
Strategic Leadership and Governance	Access	MATATAG Pillars	1. Give good care of learners by promoting learner well-being, inclusive education, and a positive learning environment	January to December 2024	5%	Percentage of learners enrolled in SHED, ALIVE, and ALS	Quality	100% of the target learners on SHED, ALIVE, and ALS are screened based on the prescribed criteria/qualification	95-98% of the target learners on SHED, ALIVE, and ALS were enrolled	90-95% of the target learners on SHED, ALIVE, and ALS were enrolled	85-89% of the target learners on SHED, ALIVE, and ALS were enrolled	80% and below of the target learners on SHED, ALIVE, and ALS were enrolled	BAR 1, Enrollment report on SHED, ALIVE, and ALS							
			2. Take steps to accelerate the delivery of basic education facilities and services.	January - December 2024	5%	Public Schools meeting the standard ratio for teachers in all levels of education	Efficiency	95 - 100% of the schools met the standard teacher ratio	90 - 95% of the schools met the standard teacher ratio	85 - 89% of the schools met the standard teacher ratio	80 - 84% of the schools met the standard teacher ratio	75% and below of the schools met the standard teacher ratio	BAR 1, Annual Accomplishment Report							
			3. Achieved the target number of filled up or newly created teaching positions per national standards	January - December 2024	5%	Newly created teaching positions filled-up	Timeliness	The schools met the standard teacher ratio before the opening of classes	The schools met the standard teacher ratio within the 1st quarter	The schools met the standard teacher ratio within the 2nd quarter	The schools met the standard teacher ratio within the 3rd quarter	The schools met the standard teacher ratio within the 4th quarter	BAR 1, Inventory of filled up/newly created teaching positions							

Quality Assurance	3. Developed implementing guidelines for Curriculum Implementation, Innovation, Collaboration, Learning Modality, Assessment, and Learning Outcomes Assessment.	January to December 2024	1%	Percentage of Regional Memoranda and Advisories issued	Quality	100% of memoranda and advisories issued are consistent with the National Policy/Memoranda Order	90-95% of memoranda and advisories issued are consistent with the National Policy/Memoranda Order	60-85% of memoranda and advisories issued are consistent with the National Policy/Memoranda Order	70-75% of memoranda and advisories issued are consistent with the National Policy/Memoranda Order	Less than 70% of memoranda and advisories issued are consistent with the National Policy/Memoranda Order	Summary list of issued Memoranda, Advisories, and implementation guidelines on curriculum
		January to December 2024	1%	Implemented the Regional M&E Framework and SCOs within the prescribed timeline	Efficiency	100% of the required memoranda and advisories are issued within the required timeline	90-95% of the required memoranda and advisories are issued within the required timeline	60-85% of the required memoranda and advisories are issued within the required timeline	70-75% of the required memoranda and advisories are issued within the required timeline	Less than 70% of the required memoranda and advisories are issued within the required timeline	Summary report on the implemented Regional M&E Framework
					Timeliness	100% of the required memoranda and advisories are issued within the required timeline	90-95% of the required memoranda and advisories are issued within the required timeline	60-85% of the required memoranda and advisories are issued within the required timeline	70-75% of the required memoranda and advisories are issued within the required timeline	Less than 70% of the required memoranda and advisories are issued within the required timeline	
	1. Implemented the Institutionalized Regional Monitoring and Evaluation Framework	January to December 2024	1%	Implemented the Regional M&E Framework and SCOs within the prescribed timeline	Quality	80-100% of RO FDs and SCOs implemented the functional and operational regional M&E Framework which are responsive to changes in policies, systems and processes	70-75% of RO FDs and SCOs adopted the institutionalized regional M&E Frameworks which are responsive to changes in policies, systems and processes	60-85% of RO FDs and SCOs adopted the institutionalized regional M&E Frameworks which are responsive to changes in policies, systems and processes	50-55% of RO FDs and SCOs adopted the institutionalized regional M&E Frameworks which are responsive to changes in policies, systems and processes	Below 50% of RO FDs and SCOs adopted the institutionalized regional M&E Frameworks which are responsive to changes in policies, systems and processes	Summary report on the implemented Regional M&E Framework
					Efficiency	80-100% of issued regional guidelines, standards, and mechanisms were utilized	70-75% of issued regional guidelines, standards, and mechanisms were utilized	60-85% of issued regional guidelines, standards, and mechanisms were utilized	50-55% of issued regional guidelines, standards, and mechanisms were utilized	Below 50% of issued regional guidelines, standards, and mechanisms were utilized	
					Timeliness	Regional policies, standards and mechanisms were conceptualized and completed within the prescribed timeline	Regional policies, standards and mechanisms were conceptualized and completed within the prescribed timeline	Regional policies, standards and mechanisms were conceptualized and completed within the prescribed timeline	Regional policies, standards and mechanisms were conceptualized and completed within the prescribed timeline	Regional policies, standards and mechanisms were conceptualized and completed within the prescribed timeline	
					Quality	80-100% of schools are compliant to statutory and regulatory policy standards and requirements	70-75% of schools are compliant to statutory and regulatory policy standards and requirements	60-85% of schools are compliant to statutory and regulatory policy standards and requirements	50-55% of schools are compliant to statutory and regulatory policy standards and requirements	Below 50% of schools are compliant to statutory and regulatory policy standards and requirements	
	2. Ensured the approval for the establishment, renewal, and recognition of private schools and establishment, conversion, renaming, and returning of public schools	January to December 2024	2%	Approved applications for the New, Renewal, Recognition of Private Schools, and establishment, conversion, renaming for public schools with school ID and UACs processed within the EODR ruling	Quality	80-100% of school applications were processed and approved for which level of the appropriate decision	70-75% of school applications were processed and approved for which level of the appropriate decision	60-85% of school applications were processed and approved for which level of the appropriate decision	50-55% of school applications were processed and approved for which level of the appropriate decision	Below 50% of school applications were processed and approved for which level of the appropriate decision	Summary list of approved applications for Private Schools, conversion, renaming, returning for public schools and UACs processed within the EODR ruling
					Efficiency	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
					Timeliness	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
Quality					80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results		
Quality Assurance	3. Ensured effective utilization of QAME result to improve functional divisions and SCOs performance	January to December 2024	1%	RO and SCOs Regional Policy on the utilization of QAME results	Quality	80-100% of evaluated QAME data were used to modify plans and improve standard operating procedures	70-75% of evaluated QAME data were used to modify plans and improve standard operating procedures	60-85% of evaluated QAME data were used to modify plans and improve standard operating procedures	50-55% of evaluated QAME data were used to modify plans and improve standard operating procedures	Below 50% of evaluated QAME data were used to modify plans and improve standard operating procedures	Report on the utilization of QAME results
					Efficiency	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
					Timeliness	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
					Quality	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
Partnership Building	1. Identified resource needs and create opportunities for partnership in relevant areas	January to December 2024	2%	Inventory of needed resources and identified partners for the five priority areas prepared as planned	Quality	All listed partnership MOU/CA are assigned to the priority areas	80-85% of the partnership MOU/CA are assigned to the priority areas	60-85% of the partnership MOU/CA are assigned to the priority areas	50-55% of the partnership MOU/CA are assigned to the priority areas	Below 50% of the partnership MOU/CA are assigned to the priority areas	Report on the inventory of needed resources and identified partners for the five priority areas
					Efficiency	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
					Timeliness	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
					Quality	80-100% of the required regional policy on the utilization of QAME results	70-75% of the required regional policy on the utilization of QAME results	60-85% of the required regional policy on the utilization of QAME results	50-55% of the required regional policy on the utilization of QAME results	Below 50% of the required regional policy on the utilization of QAME results	
Partnership Building	2. Prepared implementing guidelines and standards for national to building	January to December 2024	1%	Issued implementing guidelines and standards for national to building	Quality	100% of the required implementing guidelines and standards are issued	80-85% of the required implementing guidelines and standards are issued	60-85% of the required implementing guidelines and standards are issued	50-55% of the required implementing guidelines and standards are issued	Below 50% of the required implementing guidelines and standards are issued	Report on the issued implementing guidelines and standards for national to building
					Efficiency	80-100% of the required implementing guidelines and standards are issued	70-75% of the required implementing guidelines and standards are issued	60-85% of the required implementing guidelines and standards are issued	50-55% of the required implementing guidelines and standards are issued	Below 50% of the required implementing guidelines and standards are issued	
					Timeliness	80-100% of the required implementing guidelines and standards are issued	70-75% of the required implementing guidelines and standards are issued	60-85% of the required implementing guidelines and standards are issued	50-55% of the required implementing guidelines and standards are issued	Below 50% of the required implementing guidelines and standards are issued	
					Quality	80-100% of the required implementing guidelines and standards are issued	70-75% of the required implementing guidelines and standards are issued	60-85% of the required implementing guidelines and standards are issued	50-55% of the required implementing guidelines and standards are issued	Below 50% of the required implementing guidelines and standards are issued	

When the required timeline	1-3 days after the required timeline	4-6 days after the required timeline	7-10 days after the required timeline	more than 10 days after the required timeline
Timeliness	100% of the M&E tools generate relevant data for partnership sustainability	80-95% of the M&E tools generate relevant data for partnership sustainability	70-75% of the M&E tools generate relevant data for partnership sustainability	less than 75% of the M&E tools generate relevant data for partnership sustainability
Quality	100% of the indicated activities have the M & E tool	80-95% of the indicated activities have the M & E tool	70-75% of the indicated activities have the M & E tool	less than 75% of the indicated activities have the M & E tool
Efficiency	100% of the indicated activities have the M & E tool	80-95% of the indicated activities have the M & E tool	70-75% of the indicated activities have the M & E tool	less than 75% of the indicated activities have the M & E tool
Timeliness	10 days before the activity	6-7 days before the activity	4-5 days before the activity	almost 3 days before the activity
Quality	No disapproval of appointment or request for justification	1-2 appointments with justification	3 appointments with justification	more than 3 appointments with justification
Efficiency	90-100% of RO and SDCs new and vacant items are filled-up	80-85% of RO and SDCs new and vacant items are filled-up	70-75% of RO and SDCs new and vacant items are filled-up	50-55% of RO and SDCs new and vacant items are filled-up
Timeliness	Filled up as planned	Filling up of vacancies is delayed for one month	Filling up of vacancies is delayed for two months	Filling up of vacancies is delayed more than three months
Quality	90-100% compliance to policy development process standards	80-85% compliance to policy development process standards	70-75% compliance to policy development process standards	50-55% compliance to policy development process standards
Efficiency	4 policies enhanced and implemented (PI, GO, EW, WP)	3 policies enhanced and implemented	2 policies enhanced and implemented	1 policy enhanced and implemented
Timeliness	Completed as scheduled	Completed 1-3 days after the schedule	Completed 4-5 days after the schedule	Completed more than 10 days after the schedule

Part I-B Total Score

PART I-C: ORGANIZATIONAL EFFECTIVENESS (15%)
Part I-C. Organizational Effectiveness shall capture accomplishments/outputs produced or obtained on the aspects of Financial Stewardship, Process Improvement, and Client Satisfaction. It shall focus on the results achieved by the office that are aligned with the Performance-based Bonus (PBB) oversight requirements.

Organizational Effectiveness Area	Objectives	Weight Allocation	RATING SCALE					Means of Verification (MOVs)	TO BE FILLED IN DURING EVALUATION					
			5 (Outstanding)	4 (Very Satisfactory)	3 (Satisfactory)	2 (Unsatisfactory)	1 (Poor)		Actual Results/Accomplishments	RATING (O/E/T)	AVERAGE (O/E/T)	WEIGHTED AVERAGE	REMARKS	MID-YEAR REVIEW RATING
Financial Stewardship	Utilized 95% of the budget allocation in accordance with the quarterly disbursement program without negative audit observations	5%	<p>5 (Outstanding)</p> <p>Budget allocation disbursed within the regulatory period without negative audit observations</p>	<p>4 (Very Satisfactory)</p> <p>Budget is utilized with 1-5% variance from BUR target, based on the official BUR report of the Finance Service/Section/Unit</p>	<p>3 (Satisfactory)</p> <p>Budget is utilized with 6-10% variance from BUR target, based on the official BUR report of the Finance Service/Section/Unit</p>	<p>2 (Unsatisfactory)</p> <p>Budget is utilized with 11-15% variance from BUR target, based on the official BUR report of the Finance Service/Section/Unit</p>	<p>1 (Poor)</p> <p>Budget allocation is not within the regulatory period with 7 or more negative audit observations</p>	Consolidated Financial Report						
			<p>100% of the budget allocation is utilized within the FY 2024</p>	<p>Consolidated report submitted within the deadline</p>	<p>Consolidated report submitted 1-2 days after the deadline</p>	<p>Consolidated report submitted 3-4 days after the deadline</p>	<p>Consolidated report submitted more than a week after the deadline</p>							
Process Improvement	Streamlined core processes by institutionalizing office systems in various Functional Divisions such as:	4%	<p>5 (Outstanding)</p> <p>100% of core processes are institutionalized and streamlined</p>	<p>4 (Very Satisfactory)</p> <p>80-85% of core processes are institutionalized and streamlined</p>	<p>3 (Satisfactory)</p> <p>70-75% of core processes are institutionalized and streamlined</p>	<p>2 (Unsatisfactory)</p> <p>60-65% of core processes are institutionalized and streamlined</p>	<p>1 (Poor)</p> <p>50-55% of core processes are institutionalized and streamlined</p>	Consolidated reports on the implementation and utilization of established automated systems						
			<p>Streamlined and digitalized all core processes identified in the CMS planning documents</p>	<p>Streamlined and digitalized 75-85% of the core processes identified in the CMS planning documents</p>	<p>Streamlined and digitalized 51-75% of the core processes identified in the CMS planning documents</p>	<p>Streamlined and digitalized 25-50% of the core processes identified in the CMS planning documents</p>	<p>Streamlined and digitalized 0-25% of the core processes identified in the CMS planning documents</p>							

