



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 264, s. 2021

11 May 2021

**CALIBRATION OF OFFICE PERFORMANCE COMMITMENT
REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE
COMMITMENT REVIEW FORM (IPCRF) OF THE REGIONAL AND
DIVISION OFFICES FOR CALENDAR YEAR (CY) 2020 DUE TO
COVID 19 PANDEMIC**

To: **ALL CONCERNED SCHOOLS DIVISION OFFICE PERSONNEL**

1. In view of the Memorandum dated April 26, 2021 issued by Allan G. Farnazo, Director IV, Department of Education Region XI Office, F. Torres Street, Davao City reiterating Memorandum DM-PHROD-2021-0300 dated April 21, 2021 signed by Undersecretary Jesus L. R. Mateo, Undersecretary for Planning and Human Resource and Organizational Development, DepEd Central Office, this Schools Division Office reiterates the guidelines enshrined in the said memorandum for immediate action.
2. In view thereof, concerned SDO Personnel are hereby directed to perform the directive of Paragraphs 3, 4 and 5 of Memorandum DM-PHROD-2021-0300 dated April 21, 2021 for the necessary calibration of the Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCFR).
3. For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City

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BY: cah





Republic of the Philippines
Department of Education
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Office of the Regional Director

MEMORANDUM

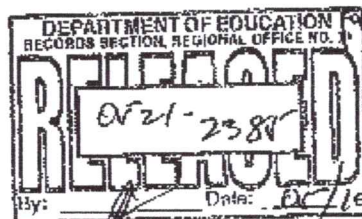
To : Schools Division Superintendents
Chiefs of Functional Divisions
Regional Office XI

Subject: CALIBRATION OF OFFICE PERFORMANCE COMMITMENT
REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE
COMMITMENT REVIEW FORM (IPCRF) OF THE REGIONAL
AND DIVISION OFFICES FOR CALENDAR YEAR (CY) 2020
DUE TO COVID 19 PANDEMIC

Date : April 28, 2021

In view of the Memorandum DM-PHROD-2021-0300, dated April 21, 2021, signed by Usec Jesus L. R. Mateo, Undersecretary for Planning and Human Resource and Organizational Development re: *Calibration of Office Performance Commitment Review Form (OPCRF) and Individual Performance Commitment Review Form (IPCRF) of the Regional and Division Offices for Calendar Year (CY) 2020 Due to Covid-19 Pandemic*, all OPCRf and IPCRF must be adjusted and calibrated.

Wide and immediate dissemination of this Memorandum is earnestly enjoined.



ALLAN G. FARNAZO
Director IV

ROH/dmc

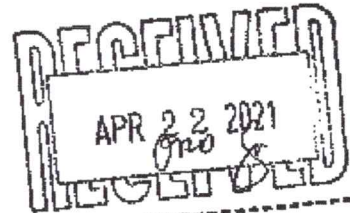


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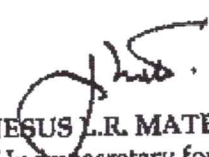
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-PHROD-2021-0300

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  JESUS L.R. MATEO
Undersecretary for Planning and Human Resource and
Organizational Development

SUBJECT : Calibration of the Office Performance Commitment Review
Form (OPCRF) and Individual Performance Commitment
Review Form (IPCRF) of the Regional Office and Schools
Division Office for Calendar Year (CY) 2020 Due to COVID-19
Pandemic

DATE : 21 April 2021



In response to the COVID-19 pandemic, the Department of Education underwent adjustment, replanning, and re-strategizing to ensure that the agency's programs, systems, and processes remain relevant to address the needs of our internal and external stakeholders and to guarantee unhampered delivery of basic education services through the adoption of the Basic Education Learning Continuity Plan (BE-LCP).

Consistent with the commitment of the Department to ensure the continued delivery of services, programs, and projects, the monitoring and evaluation of each office and individual performance of personnel remain crucial as it contributes to organizational and individual effectiveness. This is reflected through DepEd Order (DO) No. 11, s. 2020 (*Revised Guidelines on Alternative Work Arrangement in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic*) which utilizes the Office Workweek Plan and Individual Daily Log Accomplishment Report (IDLAR) as tools to monitor office and individual performance. In

addition, DO No. 2, s. 2015 (*Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education*) provides for flexibility in adjusting our performance targets due to unforeseen events. Specifically, Section 35 states that:

"In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual objectives shall be allowed during the mid-year review. Exceptional cases shall include instances when high-level decisions are taken into effect such as changes in strategic direction, and circumstances beyond the control of the ratee such as natural and/or man-made calamities including typhoons, earthquakes, and other fortuitous events."

In view of the foregoing, all offices and personnel in the Regional Office (RO) and Schools Division Offices (SDOs) are requested to document and calibrate their respective Office Performance Commitment Review Form (OPCRF) and Individual Performance Commitment Review Form (IPCRF) for CY 2020, provided that the adjustments to be made shall fall under the following justifiable/valid reasons and factors that are considered beyond the control of the office and individual personnel:

- 1) Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to the implementation of the Basic Education Learning Continuity Plan (BE-LCP), as approved by the Head of Office;
- 2) Changes/adjustments in the systems, processes, and strategies involved in the delivery and/or performance of planned/committed targets due to the pandemic (e.g., use of alternative strategies); and
- 3) Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.

Offices and personnel who have successfully adjusted/calibrated their OPCRFs/IPCRFs are highly encouraged to document the changes using the attached forms in this memorandum. On the other hand, office and/or personnel who have not yet adjusted/calibrated their OPCRFs/IPCRFs are enjoined to do so. To facilitate the performance calibration process, attached to this memorandum are the following:

- 1) Guide on How to Calibrate CY 2020 Office/Individual Performance Targets (Annex A); and
- 2) Prescribed Office and Individual Calibration Forms (Annex B-1 and B-2).

The calibrated OPCRF and IPCRF shall be submitted to the Personnel Section/Unit on or before April 30, 2021.

For any questions on this memorandum, you may coordinate with the Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD) at bhrod.hrdd@deped.gov.ph, or your respective Personnel Section/Unit.

A. Guide on How to Calibrate CY 2020 Office Performance Targets

Reminders:

- This Office Performance Calibration Form shall be accomplished by the Head of Office/Functional Division/Section/Unit in the RO and SDO.
- Using the initial draft of the 2020 OPCRF as a reference, revisit and review your performance objectives, indicators, and timelines for 2020.
- Determine which among your office objectives, indicators, and timelines need to be adjusted due to the impact brought about by the COVID-19 pandemic.

Instructions:

- Using Annex B-1, indicate in the OPCRF CONTENT column the area of the OPCRF that needs to be amended. You may calibrate the following: *objectives, weight per KRA, timeline, and performance indicators (quality, efficiency, timeliness)*.
- In the next column, fill out the PROPOSED AMENDMENT indicating the proposed change in your 2020 OPCRF.
- Under the JUSTIFICATION column, indicate the specific reason/s why the said area needs to be amended or calibrated. Justifiable or valid reasons for calibration shall be those factors that are considered beyond the control of the office. The specific reasons and possible considerations should fall under the following parameters:
 - Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to the implementation of the Basic Education Learning Continuity Plan (BE-LCP), as approved by the Head of Office;
 - Changes/adjustments in the systems, processes, and strategies involved in the delivery and/or performance of planned/committed targets due to the pandemic (e.g., use of alternative strategies); and
 - Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.
- The RATER REMARKS column shall be accomplished by the designated Rater¹, as provided in DO No. 2, s. 2015 (DepEd RPMS Guidelines).
- The accomplished form should be signed by the Ratee, Rater, and Approving Authority upon submission to the Personnel Section/Unit.
- Guided by the duly approved Office Performance Calibration Form (Annex B-1), the Head of Office/Functional Division/Section/Unit shall reflect the calibrated performance objectives, indicators, and/or timelines (whichever is applicable) on the initial 2020 OPCRF.
- The Calibrated 2020 OPCRF shall be the basis of the office performance review and evaluation (Phase III) by the authorized Rater and Approving Authority as prescribed in DO No. 2, s. 2015, for review and approval. Initial self-rating shall be encouraged prior to the Rater-Ratee discussion.

¹ Rater refers to the immediate superior who directly supervises the performance of the individual employee and gives the preliminary rating for approval of the head of the office at the end of the rating period based on the performance measures.

B. Guide on How to Calibrate CY 2020 Individual Performance Targets

Reminders

- a. This Individual Performance Calibration Form shall be accomplished by individual personnel.
- b. Using the initial draft of the 2020 IPCRF and the duly approved Calibrated 2020 OPCR as references, revisit and review your performance objectives, indicators, and timelines.
- c. Determine which among your office objectives, indicators, and timelines need to be adjusted due to the impact brought about by the COVID-19 pandemic.

Instructions

1. Using Annex B-2, indicate in the IPCRF CONTENT column the area of the IPCRF that needs to be amended. You may calibrate the following: *objectives, weight per KRA, timeline, and performance indicators (quality, efficiency, timeliness)*. Ensure that the changes to be made are aligned with the calibrated 2020 OPCR.
2. In the next column, fill out the **PROPOSED AMENDMENT** indicating the proposed change in your 2020 IPCRF.
3. Under the **JUSTIFICATION** column, indicate the specific reason/s why the said area needs to be amended or calibrated. Justifiable or valid reasons for calibration shall be those factors that are considered beyond the control of the individual personnel. The specific reasons and possible considerations should fall under the following parameters:
 - a. Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to the implementation of the Basic Education Learning Continuity Plan (BE-LCP), as approved by the Head of Office;
 - b. Changes/adjustments in the systems, processes, and strategies involved in the delivery and/or performance of planned/committed targets due to the pandemic (e.g., use of alternative strategies); and
 - c. Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.
4. The **RATER REMARKS** column shall be accomplished by the designated Rater, as provided in DO No. 2, s. 2015 (DepEd RPMS Guidelines).
5. The accomplished form should be signed by the Rater, Ratee, and Approving Authority upon submission to the Personnel Section/Unit.
6. Guided by the duly approved Individual Performance Calibration Form, the individual personnel shall reflect the calibrated performance objectives, indicators, and/or timelines (whichever is applicable) on the initial 2020 IPCRF.
7. The Calibrated 2020 IPCRF shall be the basis of the individual performance review and evaluation (Phase III) by the authorized Rater and Approving Authority as prescribed in DO No. 2, s. 2015, for review and approval. Initial self-rating shall be encouraged prior to the Rater-Ratee discussion.

Office Performance Calibration Form

#	ORIGINAL OPCRf CONTENT (Based on approved 2020 OPCRf)	Proposed Amendment	Justification	Rater Remarks
1	Example - Objective: Obj. 1: Conducted Regional training on the enhanced RPMS implementation by November 2020	Remove Obj. 1 and reschedule for CY March 2021	Due to COVID-19, there was a reprioritization of office PAPs	☐ Approved ☐ Disapproved Remarks:
2	Example - Timeline: Obj. 3 timeline is August 2020	Change Obj 3 timeline from August 2020 to December 2020	Adjusted timeline because of change in program design of the activity	☐ Approved ☐ Disapproved Remarks:
3	Example - Weight per KRA: Obj. 7 weight is 15%	Change Obj. 7 weight to 20%	There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPs	☐ Approved ☐ Disapproved Remarks:
4	Example - Performance Indicator: Obj 9 Conducted capacity building workshop to field personnel (Efficiency Performance Indicator): 5-Conducted workshop in all target SDOs 4-Conducted workshop in at least 80% of SDOs 3- Conducted workshop in at least 60% of SDOs	Change Efficiency Performance Indicator to: 5-Conducted online workshop in all target SDOs 4-Conducted online workshop in at least 80% of SDOs 3- Conducted online workshop in at least 60% of SDOs 2- Conducted online workshop in at least 40% of SDOs 1- Conducted online workshop below 39% of SDOs	Due to the COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	☐ Approved ☐ Disapproved Remarks:

#	ORIGINAL OPCR CONTENT (Based on approved 2020 OPCR)	Proposed Amendment	Justification	Rater Remarks
	2- Conducted workshop in at least 80% of SDOs 1- Conducted workshop in below 39% of SDOs			

*Add rows as may be necessary

Prepared by:

Recommending Approval:

Name of Ratee and Position
Date:

Name of Rater and Position
Date:

Approved by:

Name of Approving Authority and Position
Date:

Individual Performance Calibration Form

#	IPCRF CONTENT (Based from approved IPCRF)	Proposed Amendment	Justification	Rater Remarks
1	Example - Objective: Obj. 1: Provided training on Microsoft Office 365 to SDO personnel by March 2020	Change Obj. 1 to "Provide virtual training on Microsoft Office 365 to SDO personnel by May 2020	Due to COVID-19, there was a reprioritization of office PAPs	☐ Approved ☐ Disapproved Remarks:
2	Example - Timeline: Obj. 3 timeline is May 2020	Change Obj 3 timeline from May 2020 to August 2020	Adjusted timeline because of change in program design of the activity	☐ Approved ☐ Disapproved Remarks:
3	Example - Weight per KRA: Obj 7 weight is 15%	Change Obj 7 weight to 10%	There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPs	☐ Approved ☐ Disapproved Remarks:
4	Example - Performance Indicator: Obj 9 Provided technical assistance to personnel on the crafting of their IPCRF (Efficiency Performance Indicator): 5-Provided technical assistance on Microsoft Office 365 to 100% SDO personnel 4- Provided technical assistance on Microsoft Office 365	Change Efficiency Performance Indicator to: 5-Provided online technical assistance on Microsoft Office 365 to 100% SDO personnel through virtual meeting 4-Provided online technical assistance on Microsoft Office 365 to at least 80% of SDO personnel through virtual meeting 3- Provided online technical assistance on Microsoft Office 365 to at least 60% of SDO	Due to the COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	☐ Approved ☐ Disapproved Remarks: