



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUN 27 2025

MEMORANDUM  
No. 302, s. 2025

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 474 S. 2025 (COLLECTION  
AND SUBMISSION OF MID-YEAR AND ANNUAL ACCOMPLISHMENT OF THE  
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM FY 2025)**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance & Operations Division  
All Others Concerned

1. Attached is Regional Memorandum No. 534, s. 2025 dated June 18, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. In relation to this, the deadline for the submission or uploading of the crafted and duly signed OPCRF for FY 2025 to the Division Planning Team is extended until **July 18, 2025**, through the following link: <https://bit.ly/M07-OPCRF-FY2025>.
3. Immediate dissemination of, and strict compliance with this Memorandum is hereby directed.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: as stated  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

POLICY

PROGRAMS

PROJECTS

PRA/DM/Corrigendum to the Regional Memorandum No. 474 s. 2025 (Collection and Submission of Mid-Year and Annual Accomplishment of the Office Performance Commitment and Review Form FY 2025)

302 / June 25, 2025

302

NUM-2025-302



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



June 18, 2025

**REGIONAL MEMORANDUM**

No. **# 534**, s. 2025

**To:** Assistant Regional Director  
Functional Division Chiefs  
Schools Division Superintendents  
CID and SGOD Chiefs  
All Others Concerned

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 474, S. 2025  
(COLLECTION AND SUBMISSION OF MID-YEAR AND ANNUAL  
ACCOMPLISHMENT OF THE OFFICE PERFORMANCE COMMITMENT AND  
REVIEW FORM FY 2025**

1. In reference to the attached memorandum, all concerned offices are expected to follow the **item number 6 of DM-OUHROD-2025** which stated ***“For CY 2025 and SY 2025-2026 performance cycle, all DepEd offices and schools are hereby directed to use the generic term “Current Administration Agenda” in replacement of the “MATATAG Pillars” in ensuring alignment and attribution of the specific contributions and accomplishments under each of the Key Result Areas (KRAs) of all offices across governance levels and schools with the overall organizational goals of the Department”.***
2. Extension of the submission of Mid-Year OPCRf FY 2025 including MOVs is set on or before **July 30, 2025**. It is expected that the intended files are systematically arrange and operationally uploaded to this link: **<https://tinyurl.com/CollectOPCRF25>**
3. Immediate dissemination of this memorandum is desired for information, guidance, and compliance of all concerned.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations

PPRD/hdv



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



May 30, 2025

**REGIONAL MEMORANDUM**

No. 474, s. 2025

**To:** Assistant Regional Director  
Functional Division Chiefs  
Schools Division Superintendents  
CID and SGOD Chiefs  
All Others Concerned

**COLLECTION AND SUBMISSION OF MID-YEAR AND ANNUAL  
ACCOMPLISHMENT OF THE OFFICE PERFORMANCE COMMITMENT AND  
REVIEW FORM (OPCRF) FY 2025**

1. In reference to **DO No. 02, s. 2015 "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education"**, the **Policy, Planning, and Research Division (PPRD)** is responsible to coordinate with the head of office about the following:
  - A. the alignment of the office plans and commitments to the overall organizational outcomes;
  - B. the alignment of office KRAs as anchored on the overall organizational outcomes;
  - C. the alignment of timeline for the office objectives;
  - D. assess the performance of the office vis-a-vis the committed targets at the beginning of the performance cycle;
  - E. collect the OPCRf of the Third Level Officials;
  - F. collect the Analysis of all OPCRf of the DepEd offices;
  - G. participate as member of the Regional Performance Management Team (PMT) to be headed by the secretariat of the region which is the **Personnel Section-Administrative Division**;
  - H. ensure that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/Units is rationalized;
  - I. conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices
  - J. monitor and evaluates the submission of OPCRf and schedule the review/evaluation of Office Commitments by the PMT at each level before the start of a performance period;



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

K. consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses; (The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating.); and

L. provide each Office with the final Office Assessment to serve as basis of office in the assessment of individual staff members.

2. With the cited DepEd Order, the **Policy, Planning, and Research Division (PPRD)** is in the authority to instruct each offices for the submission of the crafted OPCRf FY 2025 that is anchored to the **Regional Director's OPCRf FY 2025** including the context intended at **Office function version 3** and to the released memorandum by the **Office of the Undersecretary of Human Resource and Organizational Development, Wilfredo E. Cabral** particularly **DM-OUHROD-2024-0586, DM-OUHROD-2024-1187** and **OM-OUHROD-2024-3514** respectively.
3. The submission of each office is in a form of hard copy and soft copy with authorized signatories intended for two phases such as **a, Mid-Year review** and **b, Annual Office Accomplishment**. Be sure that appropriate and necessary **Means of Verification (MOVs)** will be included in more significant and align manner. Please upload the crafted and signed OPCRf FY 2025 including MOVs on or before **June 30, 2025 for Mid-Year review and December 15, 2025 for Annual Office Accomplishment** to the given link that composed of references as mentioned to paragraph number two (2). It is expected that the uploaded files are systematically arrange. The link is: **<https://tinyurl.com/CollectOPCRF2025>**
4. Failure for submission lead for disqualification criteria in reference to **No. 66 of DO 02, 2015** stated **"Unless justified and accepted by the PMT, non-submission of the OPCRf to the Planning Office and the IPCRF to the BHROD within the specified dates shall be ground for employee's disqualification for performance-based personnel actions that require the rating for the given period such as promotion, training, scholarship grants, and PBB, if the failure of the submission of the said forms is due to the fault of the employee"**.
5. For information, guidance, and compliance of all concerned.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations

PPRD/hdv



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-0922**

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**  
Undersecretary  
Human Resource and Organizational Development

SUBJECT : **ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF  
PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM  
(PMES)**

DATE : 10 APRIL 2025

1. With the conclusion of CY 2024 and SY 2024-2025 performance cycle as well as in preparation for the performance planning phase for CY 2025 and SY 2025-2026, this Department hereby provides **additional guidance on the Implementation of Performance Management and Evaluation System (PMES)**.
2. In adherence with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2012 titled, "*Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)*" and DepEd Order (DO) No. 2, s. 2015 titled, "*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)*", it shall be reiterated that the submission of performance appraisal documents is a mandatory requirement and shall have implications to 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. To provide guidance on the Performance Review and Evaluation (Phase III and IV) for **CY 2024** and **SY 2024-2025** onwards, the instructions are as follows:

**a. School Key Result Areas (KRAs) for School Heads**

The school KRAs as attached in **Annex A: School KRAs** is provided herein for reference on the accomplishment of performance management documents of school heads.

Furthermore, school heads are being advised to integrate the relevant performance indicators outlined in DepEd Order No. 24, s. 2022 titled, **“Adoption of the Basic Education Development Plan 2030”** in crafting their OPCRf in the absence of a detailed *Accountability Matrix (Program Expenditure Classification “PREXC” indicators)* for the current and upcoming school years. This is to ensure relevant performance indicators and effective contributions to educational goals are captured and reflected in the office performance management form.

**b. Competency Assessment under Part II of the Revised Office Performance Commitment and Review Form (OPCRF) per Memorandum DM-OUHROD-2024-0586<sup>1</sup>**

- i. **Rating the Competencies.** In Part II of the OPCRf, the rater shall write the appropriate rating for **each** behavioral indicator observed using the 5-point rating scale shown in Table 1 below.

*Table 1. DepEd Competencies Scale*

| Numerical Rating | Adjectival Rating             | Definition                                                                 |
|------------------|-------------------------------|----------------------------------------------------------------------------|
| 5                | Role Model                    | Behavioral indicator is consistently exhibited and is worthy of emulation. |
| 4                | Consistently Demonstrated     | Behavioral indicator is constantly shown.                                  |
| 3                | Most of the Time Demonstrated | Behavioral indicator is often shown.                                       |
| 2                | Sometimes Demonstrated        | Behavioral indicator is irregularly shown.                                 |
| 1                | Rarely Demonstrated           | Behavioral indicator is seldom shown.                                      |

- ii. **Average per competency.** The average of the individual ratings for behavioral indicators shall be computed to get the rating for each Competency.

$$\text{Average} = \frac{BI\ 1 + BI\ 2 + BI\ 3 + BI\ 4 + BI\ 5}{5}$$

- iii. **Total Score (Weighted Average).** The total average for the set of competencies shall be multiplied with assigned weight. The weight allocation for the Leadership Competencies and Core Behavioral Competencies shall be 2.5% each respectively.

$$\text{Total Score (Weighted Average)} = \text{Average} \times 0.025 \text{ Weight Allocation}$$

The updated version of the Interim OPCRf is attached as **Annex B: Interim OPCRf-ver.Feb2025.**

**c. Interim Ratee-Rater-Approving Authority Matrix for All School-Based Personnel**

|    | <b>RATEE</b>                                                                                                                                                                  | <b>RATER</b>                              | <b>APPROVING AUTHORITY</b>                |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| 1  | School Head/Principal/OIC/TIC                                                                                                                                                 | Assistant Schools Division Superintendent | Schools Division Superintendent           |
| 2  | Assistant School Principal                                                                                                                                                    | School Head                               | Assistant Schools Division Superintendent |
| 3  | Department Head                                                                                                                                                               | School Head                               | Assistant Schools Division Superintendent |
| 4  | Master Teacher (Elementary/JHS/SHS)                                                                                                                                           | School Head                               | Assistant Schools Division Superintendent |
| 5  | Teacher (Elementary)                                                                                                                                                          | Master Teacher                            | School Head                               |
| 6  | Teacher with no Master Teacher (Elementary)                                                                                                                                   | School Head                               | Assistant Schools Division Superintendent |
| 7  | Teacher (JHS)                                                                                                                                                                 | Master Teacher/Department Head            | School Head                               |
| 8  | Teacher with no Master Teacher/Department Head (JHS)                                                                                                                          | School Head                               | Assistant Schools Division Superintendent |
| 9  | Teacher (SHS)                                                                                                                                                                 | Master Teacher/Assistant School Head      | School Head                               |
| 10 | Teacher with no Master Teacher/Assistant School Head (SHS)                                                                                                                    | School Head                               | Assistant Schools Division Superintendent |
| 11 | ALS Teacher (School-based)                                                                                                                                                    | Master Teacher/Department Head            | School Head                               |
| 12 | ALS Teacher (Community Learning Center)                                                                                                                                       | Functional Division Chief for CID         | Assistant Schools Division Superintendent |
| 13 | School-based Non-Teaching Staff (Administrative and Finance function such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer I) | School Head                               | Assistant Schools Division Superintendent |

*Note: In case there is no applicable rater or approving authority in schools, the rater and the approving authority shall be adjusted accordingly so that the next higher official shall perform such function.*

6. For **CY 2025** and **SY 2025-2026** performance cycle, all DepEd offices and schools are hereby directed to use the generic term "*Current Administration Agenda*" in replacement of the "*MATATAG Pillars*" in ensuring alignment and attribution of the specific contributions and accomplishments under each of the Key Result Areas (KRAs) of all offices across governance levels and schools with the overall organizational goals of the Department.

A separate sheet in the ***Interim OPCRf-ver.Feb2025*** is provided to reflect this specific modification in the said header.

7. For school-based personnel who do not serve as heads of office (i.e., Head Teachers, Department Heads, and non-teaching staff) but are performing administrative functions shall accomplish their own Individual Performance Commitment and Review Form (IPCRF), as follows:

| Position                                                            | Forms/Tools to be Used                                                                                                                           |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Heads                                                    | IPCRF anchored on the OPCRf of the School Head                                                                                                   |
| Head Teacher <i>with teaching load and administrative functions</i> | IPCRF anchored on the OPCRf of the School Head, capturing the expected administrative tasks and objectives in the PMES for Highly Teachers Tools |
| Head Teacher <i>without teaching load</i>                           | IPCRF anchored on the OPCRf of the School Head                                                                                                   |
| School-based Non-teaching Staff                                     | IPCRF                                                                                                                                            |

8. Annexes of this Memorandum shall be made available for accessing/viewing and downloading through this link:  
<https://tinyurl.com/DepEdRPMSLibrary>.
9. This directive takes immediate effect upon the issuance of this Memorandum.
10. Further guidance and updates regarding DepEd PMES will be provided as necessary.
11. 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 at telephone number (02) 8470-6630.
12. Immediate dissemination of this Memorandum is desired.

Copy Furnished:

**OFFICE OF THE SECRETARY**