



## Department of Education

# SOCCSKSARGEN REGION SCHOOLS DIVISION OF SARANGANI

16 Jun 2025

#### **DIVISION MEMORANDUM**

No. **088** , s. 2025

#### DISSEMINATION OF DM-OUHROD-2024-0922 (THE ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM)

To: Assistant School Division Superintendent

Chief Education Supervisors Education Program Supervisors Public Schools District Supervisors

Public Secondary and Elementary School Heads

Field Non-Teaching Personnel

All Others Concerned

- 1. This Office disseminates DM-OUHROD-2024-0922 or The Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES).
- 2. Enclosed is the Department Memorandum for reference.
- 3. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
- 4. For the information and guidance of all concerned.

#### RUTH L. ESTACIO PhD, CESO V

Schools Division Superintendent

Encl.: As stated Reference: N o n e

To be indicated in the <u>Perpetual Index</u> under the following subjects:

COMMUNICATIONS CORRESPONDENCE

RDB/OSDS/DM – dissemination of dm-ouhrod-2024-0922 (the additional guidance on the implementation of performance management and evaluation system) 0512/June 16, 2025





Address: Capitol Compound, Maribulan, Alabel, Sarangani Province Telephone No.: (083) 508-2039

**Website:** www.depedsaragani.com **Email Address:** sarangani@deped.gov.ph



#### 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

- 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.



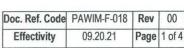




Telephone Nos.: 8633-7206

Email Address: usec.hrod@deped.gov.ph

Website: https://www.deped.gov.ph







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- 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-2024-05861
  - 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	Behavioral indicator is
	Demonstrated	constantly shown.
3	Most of the	Behavioral indicator is often
	Time	shown.
	Demonstrated	
2	Sometimes	Behavioral indicator is
	Demonstrated	irregularly shown.
1	Rarely	Behavioral indicator is seldom
	Demonstrated	shown.

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

Average = BI 1 + BI 2 + BI 3 + BI 4 + BI 5









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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.

Total Score (Weighted Average) = Average x 0.025 Weight Allocation

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

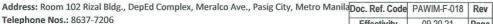
#### c. Interim Ratee-Rater-Approving Authority Matrix for All School-**Based Personnel**

	RATEE	RATER	APPROVING AUTHORITY
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.







Email Address: usec.hrod@deped.gov.ph

Website: https://www.deped.gov.ph

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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 with teaching load and	IPCRF anchored on the OPCRF of the
administrative functions	School Head, capturing the expected
	administrative tasks and objectives in
	the PMES for Highly Teachers Tools
Head Teacher without teaching load	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: <a href="https://tinyurl.com/DepEdRPMSLibrary">https://tinyurl.com/DepEdRPMSLibrary</a>.
- 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**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at <a href="mailto:bhrod.hrdd@deped.gov.ph">bhrod.hrdd@deped.gov.ph</a> or at telephone number (02) 8470-6630.
- 12. Immediate dissemination of this Memorandum is desired.

Copy Furnished:

OFFICE OF THE SECRETARY







