OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 2021-144, s. 2021

CALIBRATION OF OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPC RF) 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 (IPC CFR).

3. For immediate dissemination and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

Date: May 12, 2021 Time: 10:45

Rivas Street cor. Lopez Jaena Street, Zone 9, Digos City 8002
Tel. (082) 553-8396 | (082) 553-8378 | (082) 553-9170 | (082) 553-8375
Email: depedcity@deped.gov.ph
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. FERNAN
Director IV

Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
MEMORANDUM
DM-PHROD-2021-0300

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

FROM: JESUS R. MATITO
       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 charges 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 of 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 OPCR 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:

a. This Office Performance Calibration Form shall be accomplished by the Head of Office/Functional Division/Section/Unit in the RO and SDO.

b. Using the initial draft of the 2020 OPCRF as a reference, revisit and review your performance objectives, indicators, and timelines for 2020.

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-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).

2. In the next column, fill out the PROPOSED AMENDMENT indicating the proposed change in your 2020 OPCRF.

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 office. 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 Rater1, as provided in DO No. 2, s. 2015 (DepEd RPMS Guidelines).

5. The accomplished form should be signed by the Ratee, Rater, and Approving Authority upon submission to the Personnel Section/Unit.

6. 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.

7. 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.

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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 OPCRF 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 OPCRF.

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.
<table>
<thead>
<tr>
<th>#</th>
<th>ORIGINAL OPCRF CONTENT (Based on approved 2020 OPCRF)</th>
<th>Proposed Amendment</th>
<th>Justification</th>
<th>Rater Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Example - Objective:</strong> Obj. 1: Conducted Regional training on the enhanced RPMS implementation by November 2020</td>
<td>Remove Obj. 1 and reschedule for CY March 2021</td>
<td>Due to COVID-19, there was a reprioritization of office PAPs</td>
<td>[ ] Approved [ ] Disapproved Remarks:</td>
</tr>
<tr>
<td>2</td>
<td><strong>Example - Timeline:</strong> Obj. 3 timeline is August 2020</td>
<td>Change Obj 3 timeline from August 2020 to December 2020</td>
<td>Adjusted timeline because of change in program design of the activity</td>
<td>[ ] Approved [ ] Disapproved Remarks:</td>
</tr>
<tr>
<td>3</td>
<td><strong>Example - Weight per KRA:</strong> Obj. 7 weight is 15%</td>
<td>Change Obj. 7 weight to 20%</td>
<td>There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPs</td>
<td>[ ] Approved [ ] Disapproved Remarks:</td>
</tr>
<tr>
<td>4</td>
<td><strong>Example - Performance Indicator:</strong> 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</td>
<td>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</td>
<td>Due to the COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed</td>
<td>[ ] Approved [ ] Disapproved Remarks:</td>
</tr>
<tr>
<td>#</td>
<td>ORIGINAL OPCR F CONTENT (Based on approved 2020 OPCR F)</td>
<td>Proposed Amendment</td>
<td>Justification</td>
<td>Rater Remarks</td>
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<tr>
<td></td>
<td>2- Conducted workshop in at least 80% of SDOs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1- Conducted workshop in below 39% of SDOs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Add rows as may be necessary

Prepared by: ________________________________

Recommendating Approval: ____________________

Name of Rater and Position
Date: __________________________

Approved by: ______________________________

Name of Approving Authority and Position
Date: __________________________
### Annex B-2

**Individual Performance Calibration Form**

<table>
<thead>
<tr>
<th>#</th>
<th>IPCRF CONTENT (Based from approved IPCRF)</th>
<th>Proposed Amendment</th>
<th>Justification</th>
<th>Rater Remarks</th>
</tr>
</thead>
</table>
| 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 re-prioritization 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 re-prioritization 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  
3-Provided online technical assistance on Microsoft Office 365 to at least 60% of SDO personnel through virtual meeting  
2-Provided online technical assistance on Microsoft Office 365 to at least 80% of SDO personnel through virtual meeting  
1-Provided online 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 personnel through virtual meeting  
2-Provided online technical assistance on Microsoft Office 365 to at least 80% of SDO personnel through virtual meeting  
1-Provided online technical assistance on Microsoft Office 365 | Due to the COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed | [ ] Approved  
[ ] Disapproved  
Remarks: |