

Republic of the Philippines

Department of Education

Region XI SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

April 25, 2025

DIVISION MEMORANDUM

SGOD-2025-744

То

Assistant Schools Division Superintendent

Division Chiefs

Public Schools District Supervisors Education Program Supervisors

Public School Heads Public School Teachers

Subject:

ADDITIONAL INFORMATION FOR THE GUIDANCE ON THE

IMPLEMENTATION OF PERFORMANCE MANAGEMENT AND

EVALUATION SYSTEM (PMES)

This is in reference to Regional Memorandum HRDD-2025-090 dated March 15, 2025, signed by Allan G. Farnazo, Director IV, re: Additional Information for the Guidance on the Implementation of Performance Management and Evaluation System (PMES).

Refer to https://tinyural.com/DepEdRPMSLibrary for the annexes and other pertinent details as indicated.

Immediate dissemination and compliance of this Memorandum is directed.

MELANIE P. ESTACIO, Phd, CESO VI

Schools Division Superintendent

Jeofed Schools Division of Digos City

RECORDS SECTION

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Enclosed: As stated. SGOD/jsa









Republic of the Philippines

Department of Education

DAVAO REGION

2/2 APR 2025

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March 15, 2025

REGIONAL MEMORANDUM HRDD-2025-090

ADDITIONAL INFORMATION FOR THE GUIDANCE ON THE IMPLEMENTATION OF PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES)

To: Assistant Regional Director Schools Division Superintendents Chiefs of the Functional Divisions

- This has reference to Memorandum DM-OUHROD-2024-0922 dated April 10,
 regarding the Additional Guidance on the Implementation of Performance
 Management and Evaluation System (PMES).
- 2. Refer to https://tinyurl.com/DepEdRPMSLibrary for the annexes and other pertinent details as indicated.
- 3. Immediate dissemination and compliance of this Memorandum is directed.

Director IV.

ALLAN G. FARNAZO

EPARTMENT OF EDUCATION ROX

Total

Enclosed: As Stated.

ROH2/ibd

RELEASED





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Email Address: region11@deped.gov.ph

Website: www.depedroxi.ph





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT TO FEDUCATION ROX

MEMORANDUM DM-OUHROD-2024-0922

TO

Undersecretaries

Assistant Secretaries

Bureau and Service Directors

Regional Directors

Schools Division Superintendents

Public Elementary and Secondary School Heads

All Others Concerned

FROM

CABRAL WILFREDO E.

Undersecretary

Human Resource and Organizational Development

SUBJECT

ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF

PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM

(PMES)

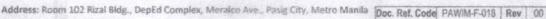
DATE

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 performancerelated 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





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

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

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

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.

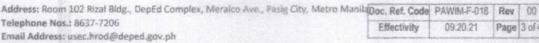
c. Interim Ratee-Rater-Approving Authority Matrix for All School-Based Personnel

	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.







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



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
[조막 : 1 호마 : 1 조마 :	IPCRF anchored on the OPCRF of the School Head
administrative functions	IPCRF anchored on the OPCRF of the School Head, capturing the expected administrative tasks and objectives in the PMES for Highly Teachers Tools
	IPCRF anchored on the OPCRF of the School Head
School-based Non-teaching Staff	IPCRF

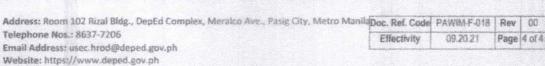
- 8. Annexes of this Memorandum shall be made available for accessing/viewing downloading through this https://tinyurl.com/DepEdRPMSLibrary.
- 9. This directive takes immediate effect upon the issuance of this Memorandum.
- 10. Further guidance and updates regarding DepEd PMES will be provided as necessary.
- 11. For more information, please contact the Bureau of Human Resource and Organizational Development, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod hrdda deped gov ph or at telephone number (02) 8470-6630.
- 12. Immediate dissemination of this Memorandum is desired.

Copy Furnished:

OFFICE OF THE SECRETARY









Annex A
School Key Result Areas (KRAs)

KRAs	Description	Processes	Sample Objectives based on Program Expenditure Classification (PREXC)
School Leadership and Administration	Responsible for the effective management and operational oversight of the school, ensuring compliance with DepEd policies and educational standards	 Strategic Leadership School Operations and Resources Management Teaching and Learning Supervision Organizational and Individual Development Partnerships and Linkages 	To develop School Improvement Plan (SIP) aligned with the Basic Education Development Plan (BEDP)/Region EDP/ Division EDP, and PREXC Targets To implement SIP through Annual Improvement Plan (AIP)
Teaching and Learning Delivery	Responsible for the effective implementation of the curriculum including activities incidental to teaching and learning process and activities to enhance or support curriculum delivery	Curriculum Management and Standards Development Learning Delivery Management and Development Learning Resource Management and Development Education Assessment and Research Instructional Support Facilities Management	To achieve the targeted retention rate of learners a. Elementary b. Secondary (Grade (Gr.) 7 to 12) To achieve the targeted completion rate of learners a. Elementary b. Secondary (Gr. 7 to 12)] To achieve the targeted proportion of learners achieving at least nearly proficient in the National Achievement Test (NAT) (as may be applicable) a. Elementary (Gr. 6)

			b. Junior High School (Gr. 10) c. Senior High School (Gr. 12)
Learner Formation and Development	Responsible for providing a supportive environment and diverse learning opportunities through holistic programs and interventions	 Management of clinic and health services Learner Support Management Disaster Risk Reduction and Management Child Protection Program Implementation External Partnership for Program and Events 	 To achieve the targeted number of learners enrolled in Special Education, Arabic Language and Islamic Values Education, Indigenous Peoples Education, and Alternative Learning System (as may be applicable) To achieve the targeted number of learners benefitted from School Feeding Program
School Operations and Management	Responsible for providing school support services to ensure the effective, efficient, and transparent delivery of services responsive to the needs of learners and in support of the teaching and non-teaching personnel	Asset Management Financial Management General Services Management Human Resource Management and Development ICT Management Infrastructure Management Public Affairs Management Records Management Procurement Management	To achieve the targeted number of teachers and teaching-related staff trained through In-Service Training



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		Part II-B Total Score: Weighted Average (Average x 0.025)	ge (Average x 0.025)	

APPROVING ALITHORITY

DepEd OPCRF (ver.Feb2025), page 3 of 4 PART III: SUMMARY OF RATINGS PMES Rating Final Performance Components Weight Allocation Obtained Score Overall Score Numerical Rating Adjectival Rating A. Commitment to Organizational Outcomes 60% B. Innovating and Intervening Accomplishments PARTI 20% C. Organizational Effectiveness 15% A. Leadership Competencies 2.5% (0.125) PART II B. Core Behavioural Competencies 2.5% (0.125)

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The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

Name of Employee:	Name of Superior.
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PMES Rating Table				
Range	Numerical Rating	Adjectival Rating		
4.500-5.000	5	Outstanding		
3.500-4.499	4	Very Satisfactory		
2.500-3.499	3	Satisfactory		
1.500-2.499	2	Unsatisfactory		
1.000-1.499	1	Poor		

Timatipa Theyler PART IV. IMPROVEMENT AND DEVELOPMENT PLANS Part IV-A: Office Improvement Plan Part N-B. Individual Development Pien.