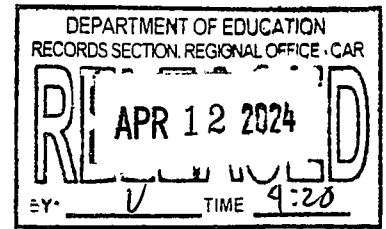




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



12 April 2024

**REGIONAL MEMORANDUM**  
HRDD 217.2024

**INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024 ONWARDS**

To: Assistant Regional Director  
Schools Division Superintendents  
Performance Management Team  
All Others Concerned

1. Attached is the Memorandum DM-OUHROD-2024-0586 signed by Wilfredo E. Cabral, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development titled **Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards** dated March 27, 2024.
2. Pursuant to DepEd Order (DO) No.2, s. 2015 Re: Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education and to ensure that the offices diligently and consciously integrate the agency priorities and strategic directions in work plans as determined during the office planning and commitment, this Department releases the Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards, including the revised Office Performance Commitment and Review Form (OPCRF).
3. The Interim Guidelines shall ensure that office plans, commitments, and performance account for the achievement and contribution of the different delivery units in all governance levels to the Agency's Organizational Outcomes as committed in the General Appropriations Act (GAA), Basic Education Development Plan (BEDP), and MATATAG Agenda, among others.
4. With this, offices shall utilize the Office Performance Commitment and Review (OPCR) Form, Revised 2024, as attached in Annex A, in reflecting the commitments and performance based on its office mandates, in ensuring the immediate integration of and alignment with the Agency's Organizational Outcomes, and in reflecting office's contributions in achieving the strategic priorities set under the MATATAG Agenda as well as their respective education development plans in the Region, Divisions, and School as a direction in resolving basic education challenges.
5. The salient features of the revised OPCR form include the following:
  - a. Alignment of the office / school commitments with the overall Organizational Outcomes and Programs.

HRDD/RCA/Sasha 2024 Interim Guidelines for Office Performance Planning and Assessment



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b. Streamlining commitments and targets as follows:

- i. **Commitment to Organizational Outcomes** - office commitment and accomplishments based on the office functions and the Key Results Areas (KRAs) with clear attribution to their direct contribution to the organizational outcomes/outputs indicated in the GAA Programs/ Subprograms outputs/outcomes, BEDP Pillars, and MATATAG Agenda.
- ii. **Innovating and Intervening Accomplishments** — office outputs/outcomes enabling, supportive, and/or contributory to the achievement of the organizational commitments and office Key Results Areas (KRAs).
- iii. **Organizational Effectiveness** — office accomplishments in relation to the Performance-Based Bonus (PBB) oversight requirements.
- iv. **Leadership Competencies** — competencies expected of heads functional offices who hold managerial and executive/supervisory positions.
- v. **Core Behavioral Competencies** — individual competencies required from all DepEd personnel in all job groups within the organization, upholding the DepEd's core values and the code of Conduct and Ethical Standards for Public Officials and Employees pursuant to RA 6713. They represent the way individuals embody and live the values of the organization and the civil service.

6. The revised OPCRF shall be used throughout the RPMS Cycle which covers the performance for one (1) whole year following a four-stage cycle, to wit: (i) Performance Planning and Commitment (Phase I); (ii) Performance Monitoring and Coaching (Phase II); (iii) Performance Review and Evaluation (Phase III); and (iv) Performance Rewarding and Development Planning (Phase IV).

7. The revised OPCRF shall be used by the heads of offices and functional offices/ divisions/units in the Central, Regional, and Schools Division Offices, and heads of the schools in the elementary and secondary levels. In addition, Assistant Directors in the CO, Assistant Regional Directors, Assistant Schools Division Superintendents and Assistant School Principals shall likewise use the revised OPCRF to capture their specific performance contributing to the office/ school plans and accomplishments.

8. To provide guidance to offices, ratees, and raters in office performance planning, monitoring, and assessment, the comprehensive **Interim Guidelines** is attached as **Annex B**.

9. Annexes of this Memorandum shall be made available for accessing / viewing and downloading at this link: <https://bit.ly/OPCRFAnnexes>

10. A series of national orientations shall be conducted to capacitate heads of offices and functional divisions in all governance levels on the interim guidelines and accomplishment of the revised OPCRf. A separate Memorandum shall be issued regarding this.

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 telephone number (02) 8470-6630.

12. Immediate dissemination of and strict compliance to this Memorandum is highly enjoined.



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**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

