



Republic of the Philippines
Department of Education
CARAGA REGION



August 18, 2021

REGIONAL MEMORANDUM

No. 641, s. 2021

To: ASST. REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
PERFORMANCE MANAGEMENT TEAM
CHIEFS OF THE FUNCTIONAL DIVISION
This Region

**CALIBRATION OF THE OFFICE PERFORMANCE AND COMMITMENT REVIEW
FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW
FORM (IPCRF) OF THE REGIONAL OFFICE AND SCHOOLS DIVISION
OFFICE FOR CALENDAR YEAR 2021 DUE TO COVID-19 PANDEMIC**

1. Per Memorandum No. DM-HROD-2021-0054 from the Office of the Undersecretary of Human Resource and Organizational Division, all offices and personnel in the Regional Office and Schools Division Office shall be allowed to calibrate their respective Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) for Calendar Year (CY) 2021 due to COVID-19 Pandemic.
2. Refer to the attached memorandum for the details of the recalibration.
3. For information, compliance, and immediate dissemination.


EVELYN R. FETALVERO, PhD, CESO IV
Director IV

Encl/s.: As stated

Reference/s: DepEd Order No. 2, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

IPCRF

OPCRF

RECALIBRATION

HRD/mmv
08/18/2021



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2021-0054

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : Calibration of the Office Performance Commitment Review
Form (OPCRF) and Individual Performance Commitment
Review Form (IPCRF) for Calendar Year (CY) 2021 pursuant to
DepEd Order (DO) No. 2, s. 2015

DATE : 10 August 2021

With reference to DepEd Order (DO) No. 2, s. 2015 entitled *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education*, Section 35 provides 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 changes in strategic direction, and circumstances beyond the control of the ratee such as natural and/or man-made calamities including typhoon, earthquake, and other fortuitous events."

In view of the ongoing pandemic and the fast-changing circumstances both in the external and internal environment of the Department, **all offices and personnel in the Central Office, Regional Office, and Schools Division Office shall be allowed to calibrate their respective Office Performance Commitment Review Form (OPCRF) and Individual Performance**

Commitment Review Form (IPCRF) for CY 2021, provided that the adjustments to be made shall fall under the following reasons and factors 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 to 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 or remote modalities); and
- 3. Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.

To facilitate the performance calibration process, attached to this memorandum are the following:

- 1. Guide on How to Calibrate CY 2021 Office/Individual Performance Targets (*Annex A-1 and A-2*); and
- 2. Prescribed Office and Individual Calibration Forms (*Annex B-1 and B-2*).

The proposed calibration on the OPCRF, if deemed necessary, shall be agreed upon by the rater and ratee, and shall be reflected in the Office Performance Calibration Form (*Annex B-1*). The duly accomplished Annex B-1 shall be submitted to the designated Performance Management Team (PMT), through the Personnel Division/Section/Unit in the respective governance level, for the review and recommendation of the PMT to the approving authority (per Rater-Ratee-Approving Authority Matrix in DO 2, s. 2015) for final approval and signature. Submission details shall be as follows:

Governance Level	Required Documents	Deadline	Receiving Office
Central Office	1. Accomplished Office Performance Calibration Form (Annex B-1), duly signed by the rater and ratee 2. Photocopy of initial CY 2021 OPCR (<i>accomplished during Phase I – Performance Planning and Commitment</i>)	August 25, 2021	CO-Personnel Division bhrod.pd@deped.gov.ph <i>*printed or e-copy are accepted</i>
Regional Office		August 31, 2021	Administrative Division - Personnel Section <i>*printed or e-copy are accepted</i>
Schools Division Office			OSDS - Personnel Unit <i>*printed or e-copy are accepted</i>

The approved calibrated OPCRF shall be the basis for the calibration of IPCRFs within the office. IPCRFs shall be agreed upon by the rater and ratee and approved by the approving authority. The PMT review of the IPCRF shall no longer be necessary; provided that, the calibration is anchored on the approved calibrated OPCRF. The office and employee calibration forms duly signed by the approving authority shall be returned to the Head of Office for record-keeping until the date for the submission of the calibrated OPCRFs and IPCRFs.

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 Division/Section/Unit.

Office Performance Calibration Form

#	ORIGINAL OPCRF CONTENT (Based on approved 2021 OPCRF)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
1	Example - Objective: Obj. 1: Released draft policy on Enhanced DepEd RPMS Guidelines to Bureau Director by December 2021	Remove Obj. 1 and reschedule for CY December 2022	Due to COVID-19, there was a reprioritization of office PAPs	☐ Approved ☐ Disapproved Remarks:	☐ Recommended ☐ Not recommended Remarks:
2	Example - Timeline: Obj. 3 timeline is August 2021	Change Obj 3 timeline from August 2021 to December 2021	Adjusted timeline because of change in program design of the activity	☒ Approved ☐ Disapproved Remarks:	☐ Recommended ☐ Not recommended Remarks:
3	Example -- Weight per KRA: Obj 7 weight is 15%	Change Obj 7 weight to 20%	There was a need to adjust the weight for Obj. 7 due to reprioritization of office PAPs	☐ Approved ☐ Disapproved Remarks:	☐ Recommended ☐ Not recommended Remarks:
4	Example -- Performance Indicator: Obj 9 Conducted	Change Efficiency Performance Indicator to: 5-Conducted online	Due to COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	☐ Approved ☐ Disapproved	☐ Recommended ☐ Not recommended

capacity building to field personnel (Efficiency Performance Indicator):	workshop in all target regions 4-Conducted online workshop in at least 14 regions 3- Conducted online workshop in at least 10 regions 2- Conducted online workshop in at least 7 regions 1- Conducted online workshop in below 7 regions	Remarks:	Remarks:
5-Conducted workshop in all target regions 4-Conducted workshop in at least 14 regions 3- Conducted workshop in at least 10 regions 2- Conducted workshop in at least 7 regions 1- Conducted workshop in below 7 regions			

*Add rows as may be necessary

Prepared by:

Endorsed by:

Name of Ratee and Position
Date:

Name of Rater and Position
Date:

Recommended by:

Approved by:

Name of PMT Chair or Designated PMT Representative
Date:

Name of Authority and Position
Date:

Individual Performance Calibration Form

#	IPCRF CONTENT (Based from approved IPCRF)	Proposed Amendment	Justification	Rater Remarks
1	Example - Objective: Obj. 1: Drafted revised policy on the RPMS Guidelines	Remove Obj. 1 and reschedule for CY December 2021	Due to COVID-19, there was a reprioritization of office PAPs.	☐ Approved ☐ Disapproved Remarks:
2	Example - Timeline: Obj. 3 timeline is May 2020	Change Obj 3 timeline from May 2021 to August 2021	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 reprioritization 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 to 100% RO personnel	Change Efficiency Performance Indicator to: 5-Provided technical assistance to 100% RO personnel through virtual meeting 4-Provided technical assistance to at least 80% RO personnel through virtual meeting	Due to COVID-19 pandemic and community quarantine restrictions, face-to-face activities are not allowed	☐ Approved ☐ Disapproved Remarks:

4- Provided technical assistance to at least 80% RO personnel	3- Provided technical assistance to at least 60% RO personnel through virtual meeting		
3- Provided technical assistance to at least 60% RO personnel	2-Provided technical assistance to at least 40% RO personnel through virtual meeting		
2- Provided technical assistance to at least 40% RO personnel	1- Provided technical assistance to below 39% of RO personnel		
1- Provided technical assistance to below 39% of RO personnel			

**Add rows as may be necessary*

Prepared by:

Endorsed by:

Name of Ratee and Position
Date:

Name of Rater and Position
Date:
Approved by:

Name of Authority and Position
Date: