



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

2022-47236  
UNRA-2022-007  
DEPED MALAYBALAY CITY DIVISION  
RELEASED 4:44 PM  
DATE: FEB 16 2022  
BY:

**MEMORANDUM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
All Others Concerned

From: **VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent

Date: February 16, 2022

Subject: **DIVISION PERSONNEL PERFORMANCE PLANNING AND  
COMMITMENT FOR CALENDAR YEAR 2022**

1. Pursuant to DepEd Order no. 2 s. 2015 re: Guidelines on the establishment and implementation of results-based performance management system (RPMS) in the Department of Education, this Office through the Planning and Research Section of the School Governance and Operations Division will conduct the **Division Personnel Performance Planning and Commitment for Calendar Year 2022 on February 23-24, 2022 at Malaybalay City Division Multipurpose Hall.**
2. All Division personnel are required to attend the activity. Performance Planning Team are required to attend during pre-work activity on February 21, 2022 via google meet.
3. Enclosed is the mechanics and matrix of the activity. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.

Copy furnished:

Records Unit  
Planning and Research

To be posted on the website



Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: Malaybalay.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 Division of Malaybalay City

**DIVISION PERSONNEL PERFORMANCE PLANNING AND COMMITMENT  
 FOR CALENDAR YEAR 2022  
 MATRIX OF THE ACTIVITY**

<b>PROGRAMME: February 24, 2022</b>		
8:00-8:30	Registration	
8:30-9:00	Opening Program	
	National Anthem Prayer Opening Remarks  Message  Closing Remarks	<b>Multimedia Presentation</b> <b>Multimedia Presentation</b> <b>Lorenzo O. Capacio</b> <i>Chief Education Supervisor, SGOD</i>  <b>Victoria V. Gazo</b> <i>Schools Division Superintendent</i>
	Overview of the Program	<b>ALIENA S. DAJAY</b> <i>Assistant Schools Division Superintendent</i>
9:30-9:45	Coffee Break	
9:45-10:00	Reading of the Mechanics of the Activity	<b>Ria K. Alcuizar</b> <i>EPSII- HRD</i>
10:00-12:00	Break-up session, Performance Planning and Commitment per Functional Division	
12:00-1:00	Lunch	
1:00 -5:00	Performance Planning and Commitment per Functional Division	
<b>February 25, 2022</b>		
8:00-8:30	Registration	
8:30 -9:30	<b>CID Presentation of output</b>	<b>Ralph T. Quirog</b> <i>Chief Education Supervisor, CID</i>
9:30 -10:30	<b>SGOD Presentation of output</b>	<b>Lorenzo O. Capacio</b> <i>Chief Education Supervisor, SGOD</i>
10:30-12:00	<b>OSDS Presentation of output</b>	<b>Mannel D. Dinlayan II</b> <i>Administrative Officer V</i>
2:30-5:00	<b>Closing Program</b>	



Purok 6, Casisang, Malaybalay City  
 Telefax (088) 314-0094  
 Email: Malaybalay.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

---

**DIVISION PERSONNEL PERFORMANCE PLANNING AND COMMITMENT  
FOR CALENDAR YEAR 2022  
MECHANICS OF THE ACTIVITY**

1. The rater meets with the ratee to discuss and agree on the following:
  - i. Office KRAs, Objectives and Performance Indicators as anchored to the overall organizational outcomes; and
  - ii. Individual KRAs, Objectives and Performance Indicators as anchored to the Office KRAs and Objectives.
2. The Office Performance Commitment and Review Form (OPCRF) shall be accomplished by the head of office to reflect the Office KRAs, Objectives and Performance Indicators. The head of office, in coordination with the Planning Office, shall ensure alignment of the office plans and commitments to the overall organizational outcomes. The OPCRf shall be equivalent to the IPCRF of the head of office. A sample of the filled out OPCRf, including the instructions for accomplishing the form, is shown in Annex E of DepEd Order No. 2 s. 2015.
3. The Individual Performance Commitment and Review Form (IPCRF) shall be accomplished by the individual personnel to reflect the agreed Individual KRAs, Objectives and Performance Indicators. A sample of the filled out IPCRF, including the instructions for accomplishing the form, is shown in Annex F of DepEd Order No. 2 s. 2015.
4. Defining the Key Result Areas. The head of office, in coordination with the Planning Office, shall define the office KRAs as anchored on the overall organizational outcomes. The rater and the ratee shall discuss and agree on the break down of the office KRAs into individual KRAs. Three (3) to five (5) KRAs shall be defined for each office and individual employee.  
KRAs are broad categories of general outputs or outcomes. It is the mandate or function of the office and/or individual employee. The KRA is the reason why an office and/or job exist. It is an area where the office and/or individual employee are expected to focus on.
5. Setting the Objectives. The head of office shall set three (3) objectives per office KRA. The rater and the ratee shall discuss and agree on three (3) objectives per individual KRA.
6. Objectives are specific tasks, which an office and/or employee need to do to achieve their specific KRAs. In objective setting, the SMART criteria, which stands for Specific, Measurable, Attainable, Relevant, Time Bound, shall be applied. The SMART criteria are illustrated in Annex G of DepEd Order No. 2 s. 2015.





Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

---

10. Demonstration of Competencies. During Phase I, the rater shall discuss with the ratee the competencies required of the individual personnel.

Competencies are defined as the knowledge, skills and behavior that individuals demonstrate in achieving one's results. Competencies shall uphold the DepEd's core values. They represent the way individuals define and live the values.

11. DepEd shall adopt four classes of competencies as follows:

- i. Core behavioral competencies are competencies, which cut across the organization;
- ii. Leadership competencies are competencies intended for managerial positions;
  - a. Third level officials
  - b. Chiefs and Assistant Chiefs
  - c. School Heads and Department Heads
- iii. Staff Core Skills are competencies intended for staff and teaching-related personnel; and
- iv. Teaching competencies are competencies intended for teachers.

12. The DepEd-required competencies are illustrated in Annex I of DepEd Order No. 2 s. 2015.

13. The ratee's demonstration of the required competencies shall be monitored to effectively plan the interventions needed for behavioral and professional development. The assessment in the demonstration of competencies shall not be reflected in the final rating.

14. Reaching Agreement. Once the office and individual KRAs, Objectives and Performance Indicators are clearly defined, the rater and the ratee shall commit and reach an agreement by signing the OPCRf and IPCRF. The signed/ approved OPCRf and IPCRF shall be the basis for monitoring and assessment, which shall take place in Phases II and III, respectively.





**Republic of the Philippines**  
**Department of Education**  
**REGION X- NORTHERN MINDANAO**  
**Division of Malaybalay City**

7. **Setting the Timeline.** The timeline shall define the target date for accomplishing each of the Objectives. The timeline for the office Objectives shall be set by the head of office in coordination with the Planning Office and School Planning Team; while the timeline for the individual Objectives shall be discussed and agreed by the rater and the ratee.
8. **Assigning the Weight.** Assigning of weights shall be done per KRA. Weights for each office KRA shall be assigned by the head of office in coordination with the Planning Office; while the weights for each of the individual KRAs shall be discussed and agreed upon by the rater and the ratee.
9. **Identifying the Performance Indicators.** Using a five (5)-point rating scale, the head of office shall identify a performance indicator for each of the office objectives, while the rater and the ratee shall identify and agree on the performance indicator for each of the individual objectives.

Performance indicators are exact quantification of objectives expressed through rubrics. They are assessment tools, which gauge whether a performance is positive or negative.

In identifying the performance indicator, the operational definition or meaning of each numerical rating shall be indicated under each relevant dimension (i.e., quality, efficiency, or timeliness) per performance target or success indicator. This shall ensure that the rating is objective, impartial and verifiable. Table 1 below discusses the performance measures by which the indicator must satisfy.

**Table 1. Performance Measures**

CATEGORY	DEFINITION
Effectiveness/ Quality	The extent to which actual performance compares with targeted performance.  The degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.
Efficiency	The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.  In management, efficiency relates to doing the things right.
Timeliness	Measures whether the deliverable was done on time based on the requirements of the rules and regulations, and/or clients/ stakeholders.  Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.

<sup>1</sup> Some Performances are only rated on quality and efficiency, some on quality and timeliness, and others on efficiency only. You need not use all three (3) categories.

