



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

23 January 2024

DIVISION MEMORANDUM  
NO. **037** s. 2024

**USE OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW  
FORM (OPCRF) SERIES 2023 TEMPLATE**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisor  
Curriculum Implementation Division  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools

1. Attached is Regional Memorandum No. 053, s. 2024 titled *“Use of the Office Performance Commitment and Review Form (OPCRF) Series 2023 Template”*.
2. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be included in the Perpetual Index  
under the following subjects:

EMPLOYEES  
OFFICIALS  
PERFORMANCE  
RATINGS  
REVIEW  
TEACHERS



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 053, s. 2024

JAN 23 2024

**USE OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM  
(OPCRF) SERIES 2023 TEMPLATE**

To: Assistant Regional Director  
Schools Division Superintendents  
School Heads  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2023-1930 dated December 15, 2023, from **Wilfredo E. Cabral**, Regional Director, Officer-in-Charge, Office of the Undersecretary, Human Resource and Organizational Development titled **"Use of the Office Performance Commitment and Review Form (OPCRF) Series 2023 Template."**
2. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

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

EMPLOYEES  
RATINGS

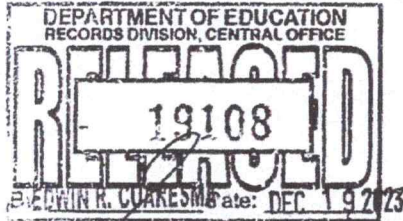
OFFICIALS  
REVIEW

PERFORMANCE  
TEACHERS

ADG/DepEd RO6-ADM-PS-RM3-003  
January 19, 2024



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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2023-1930**

TO : Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
School Heads  
All others concerned

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

SUBJECT : **USE OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) SERIES 2023 TEMPLATE**

DATE : 15 December 2023

This is in reference to DepEd Memorandum DM-OUHROD-2023-0656 dated 15 May 2023, or the "Office Performance Commitment and Review Form (OPCRF) Series 2023 Template for Non-School-Based Offices".

Please be advised that in view of the ongoing revision and finalization of the RPMS guidelines, the OPCR Series 2023 shall be put on hold until further notice.

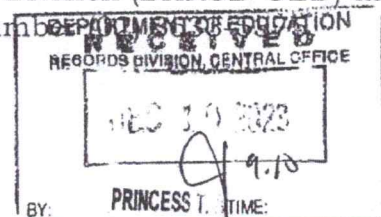
Meanwhile, all Regional Offices (ROs) and Schools Division Offices (SDOs) shall use the Office Functions Version 3, as issued through memorandum DM-HROD-2023-0617. These documents shall serve as guide in the preparation of their Office Operational Plan, wherein the priorities of the office for the current year will be translated into their Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance and Commitment Review (IPCR).

For queries and/or clarification you may email the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) at [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph) or contact them at telephone number

Thank you.

BHROD-OED /MBFabian

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Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-0656

TO : Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
All others concerned

FROM :  GLORIA DUMAMIL-MERCADO  
Undersecretary for Human Resource and Organizational Development

SUBJECT : Office Performance Commitment and Review Form (OPCRF)  
Series 2023 Template for Non-School-Based Offices

DATE : 15 May 2023

This has reference to DepEd Order No. 2, s. 2015 dated 06 February 2015, or the *"Department of Education implements the Results-Based Performance Management System (RMPS) as an adoption to the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS)"*. Since its inception in 2015, the RPMS serves as a mechanism for the Department to manage, monitor and measure performance, and identify human resource and organizational development needs. Moreover, the RPMS ensures that employees focus work efforts toward achieving the DepEd's vision, mission, values, and strategic priorities.

The RPMS Cycle for non-school-based offices and personnel covers the performance for one whole year following a four-stage cycle as prescribed by the CSC, to wit: 1) Performance planning and commitment (Phase 1); 2) Performance monitoring and coaching (Phase II); 3) Performance review and evaluation (Phase 3); and 4) Performance rewarding and development planning (Phase IV). As an output, the Office Performance Commitment and Review Form (OPCRF) is developed which reflects the office's KRAs, Objectives and Performance Indicators which will be monitored and evaluated at the end of the performance cycle.

For the past years, it has been observed that while offices and units are successfully achieving their set targets in their respective OPCRFs, performances do not necessarily reflect the budget utilization, i.e., even if OPCRFs attained Very Satisfactory or Outstanding ratings, budget utilization rates (BURs) remain low.

Furthermore, the Department launched the Basic Education Development Plan (BEDP) 2030 through DepEd Order No. 24, s.2022 as a medium-term plan which provides a strategic roadmap for the Department in formulating, implementing, coordinating, monitoring, evaluating, and supervising policies, programs, and projects

in the areas of formal and nonformal basic education. To support the BEDP 2030, the MATATAG Agenda was also launched on January 30, 2023, to set the new direction of the Department and its stakeholders in resolving basic education challenges.

In view of the foregoing, the 2023 OPCRf will be developed using a revised template (see Annex A). This is to ensure that the activities and programs that are being funded and implemented by the offices are directly aligned to the strategic plans of the leadership, to the objectives, and performance indicators being set in the OPCRfs. The **OPCRf Series 2023 Salient Features are the following:**

- 1) Alignment of Office KRAs, Objectives, and Programs to the BEDP 2030 and MATATAG Agenda
- 2) Alignment of budget to office objectives and programs
- 3) Standard objectives and performance indicators for KRAs on Office Administration and Performance Management (which covers the Client Satisfaction and Quality Management System) which will be adopted by all offices in their respective OPCRfs
- 4) Quarterly monitoring/scorecard of performance indicators

In this regard, all non-school-based offices and units are reminded to submit their final 2023 OPCRf **not later than May 31, 2023** which will be used for the PIR Session of 2<sup>nd</sup> Quarter CY 2023. The electronic copy of the template can be accessed through this link: <https://bit.ly/series2023DepEdOPCR>.

The final list of standard objectives and performance indicators for KRAs on Office Administration and Performance Management will be released in a separate issuance.

For more information, please contact the **Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED)** through email at [atbhrod.oed@deped.gov.ph](mailto:atbhrod.oed@deped.gov.ph).

*Attachment: OPCRf Series 2023 Template*

## Attachment – OPCR Series 2023 Template

Division/Name of Office:																					
Physical Performance / Targets												Financial Performance / Targets							Remarks / Justification	Challenges	
Key Result Area	Division Objectives	Program	Activities	BEDP 2030	MATATAG Agenda	Performance Indicators	Target Output	Accomplishment				Accomplishment	Fund Source	Total Budget Allocation per Activity	Obligation	Obligation Rate %	Disbursement	Disbursement Rate %			Balance
								1Q	2Q	3Q	4Q										
A	B	C	D	E	F	G	H	I	I	I	I	J	K	L	M	O	P	Q	R	S	T

### Legend:

#### To be determined during Phase 1 of RPMS Cycle:

- A – Write your office's KRAs (Reference: Compendium of Office Function, Work Financial Plan, Previous OPCRFS)
- B – Develop your office's objectives based on identified KRAs (Reference: Compendium of Office Function, Work Financial Plan, Previous OPCRFS)
- C – Write your office program aligned to the objective (Reference: Work Financial Plan)
- D – Write the activity corresponding to your office program (Reference: Work Financial Plan)
- E – Identify which objective in the BEDP 2030 your office objective and program align to (Reference: DO No.24, s.2022 on BEDP 2023)
- F – Identify which MATATAG Agenda your office objective and program align to (Reference: MATATAG Agenda)
- G – Means to verify the achievement of output/deliverable
- K – Indicate the fund source of the program/activity (Reference: Work Financial Plan, Expenditure Matrix)
- L – Indicate the total budget allocation per activity (Reference: Work Financial Plan, Expenditure Matrix)
- M – Indicate the total amount obligated for the program/activity (Reference: Work Financial Plan)
- P – Indicate the total amount of disbursement for the program/activity (Reference: Work Financial Plan)

#### To be determined during Phase 2 and 3 of RPMS Cycle:

- I – Indicate the actual numerical accomplishment for the quarter.
- J – Indicate the actual accomplishments and outputs/deliverables for the year/cycle.
- O – Indicate the obligation rate of the program/activity
- Q – Indicate the disbursement rate of the program/activity
- R – Indicate the remaining fund balance
- S – Indicate the reason for the achievement/non-achievement of target deliverables.
- T – Indicate the challenges encountered during the implementation of the activity/ies (or Indicate the challenges encountered in the achievement of objectives and expected deliverables/outputs)