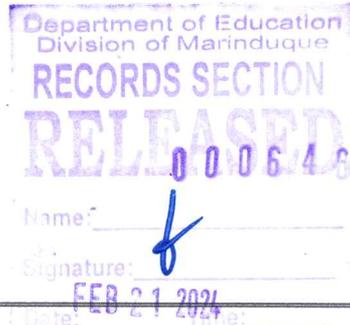




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

To : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

From : **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Subject: **REQUEST FOR COMMENTS AND INPUTS ON THE PROPOSED REVISION OF OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)**

Date : February 20, 2024

1. Please find attached Memorandum DM-OUHROD-2024-0259 titled "Request for Comments and Input on the Proposed Revision of Office Performance and Commitment Review Form (OPCRF)" which is self-explanatory.
2. The following personnel are requested to review and give comments and inputs on the draft guidelines and OPCRf template for FY 2024:
  - Assistant Schools Division Superintendent
  - Chief Education Supervisors
  - Unit Heads (Admin, Budget, Accounting, Legal and IT)
  - 5 School Heads per District to be identified by the PSDS
3. All concerned officials shall submit their comments and inputs through Google Form link at <https://bit.ly/ReviewProposedOPCRFFY2024> on or before February 23, 2024.
4. For your reference, see attached draft Guidelines and OPCRf template for FY 2024.
5. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

sgod-prs\_mol022024

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque



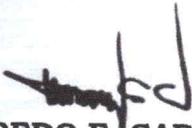
Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0259**

TO : Undersecretaries  
Assistant Secretaries  
Regional Directors  
Assistant Regional Directors  
Bureau and Service Directors  
Schools Division Superintendents  
Assistant Schools Division Superintendents

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

SUBJECT : **REQUEST FOR COMMENTS AND INPUTS ON THE PROPOSED  
REVISION OF OFFICE PERFORMANCE AND COMMITMENT  
REVIEW FORM (OPCRF)**

DATE : 16 February 2024

The DepEd Order (DO) No. 2, s. 2015 known as the *Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education* has been implemented in the Department for eight (8) years since its issuance. It provides for the specific mechanisms and processes for DepEd to adopt and implement its own performance management system as mandated by the Civil Service Commission (CSC) through Memorandum Circular (MC) No. 6, 2012 also known as *Guidelines in the Establishment of Agency Strategic Performance Management System (SPMS)*.

Since its implementation in 2015, various internal and external demands and priorities have emerged and been put in place in DepEd. To ensure that the policy and guidelines on the implementation of RPMS continue to be relevant and aligned with the set priorities and are able to respond to the demands of its stakeholders, the Bureau of Human Resource and Organizational Development (BHROD) through the Human Resource Development Division (HRDD) has been reviewing DO 2, s. 2015 to identify policy and implementation gaps, issues, general problem areas and

opportunities for improvement. This initiative is part of the Bureau's effort to keep the Department's policies and systems abreast with the developments in the education landscape and the fast-changing internal and external environment.

To ensure the diligent and conscious effort in aligning the office commitments and performance with the Agency's Organizational Outcomes as committed in the General Appropriations Act (GAA), Basic Education Development Plan, and Performance Informed Budgeting (PIB) Framework while the revised DepEd Order is underway, a proposed Interim Guidelines and OPCRf template for FY 2024 has been drafted in time for the strategic performance planning and commitment setting of DepEd offices in all levels of governance. The proposed OPCRf template is intended for the use of heads of offices and functional offices in the Central, Regional, and Schools Division Offices as well as heads of schools.

With that context, **this Office is requesting all concerned officials to review and provide comments and inputs** on the draft guidelines and OPCRf template for FY 2024. Using your office DepEd email address, submit comments and inputs through this Google Form link at <https://bit.ly/ReviewProposedOPCRFFY2024> on or before **February 23, 2024**.

For your reference, access and download the draft Guidelines on the OPCRf for FY 2024 and the draft OPCRf Template for FY 2024 through this link at <https://bit.ly/DraftOPCRFFY2024>

For queries and concerns, kindly coordinate with the Human Resource Development Division under the Bureau of Human Resource and Organizational Development through Ms. Lizette Anne L. Carpio at email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or at telephone number (02) 8470-6630.

Thank you.