



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE*		
					Q	E	T		Q	E	T	AVE			
BASIC EDUCATION SERVICES	Regional Education Planning	1. Lead in the development of regional education long-term, medium-term, and operational plans.	August to December	10%	Outstanding (5)	All revisions and adjustments are compliant in the standards are done 100%	9/9 of AIP/WFPs were developed All SDOs or 22/22 were able to developed plans	All revisions and adjustments done 1 month before of the targeted date for the long-term, medium-term, and operational plans							
					Very Satisfactory (4)	All revisions and adjustments are compliant in the standards are done 90%	8/9 of AIP/WFPs were developed 21/22 SDOs were able to developed plans	All revisions and adjustments done 3 weeks before of the targeted date for the long-term, medium-term, and operational plans							
					Satisfactory (3)	All revisions and adjustments are compliant in the standards are done 80%	7/9 of AIP/WFPs were developed 20/22 SDOs were able to developed plans	All revisions and adjustments done 2 weeks before of the targeted date for the long-term, medium-term, and operational plans							
					Unsatisfactory (2)	All revisions and adjustments are compliant in the standards are done 70%	6/9 of AIP/WFPs were developed 18 or below number of SDOs were able to developed plans	All revisions and adjustments done 1 week before of the targeted date for the long-term, medium-term, and operational plans							
					Poor (1)	All revisions and adjustments are compliant in the standards are done 60%	5 and below AIP/WFPs were developed 19/22 SDOs were able to developed plans	All revisions and adjustments done after the targeted date for the long-term, medium-term, and operational plans							
	Regional Education Planning	2. Ensured alignment of BEDP, REDP, DEDP and SIP and in compliance to policy and planning standards	July	10%	Outstanding (5)	100% of the educational plans DEDPs are aligned with the BEDP and compliant to policy and planning	All FDs & SDOs have quality assured DEDPs educational plans	DEDPs Educational Plans that are compliant to policy and planning are quality assured one month before the Fiscal Year of implementation							
					Very Satisfactory (4)	95% of the educational plans DEDPs are aligned with the BEDP and compliant to policy and planning	8/9 FDs and 21/22 SDOs have quality assured DEDPs educational plans	DEDPs Educational Plans that are compliant to policy and planning are quality assured 3 weeks before 1st week of the Fiscal Year of implementation							
					Satisfactory (3)	90% of the educational plans DEDPs are aligned with the BEDP and compliant to policy and planning	7/9 FDs and 20/22 SDOs have quality assured DEDPs educational plans	DEDPs Educational Plans that are compliant to policy and planning are quality assured 2 weeks before 2nd week of the Fiscal Year of implementation							
					85% of the educational plans DEDPs are aligned with the BEDP and compliant to policy and planning	6/9 FDs and 19/22 SDOs have quality assured DEDPs educational plans	DEDPs Educational Plans that are compliant to policy and planning are quality assured 1 week before 3rd week of the Fiscal Year of implementation								



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE*		
					Q	E	T		Q	E	T	AVE			
					Poor (1)	80% and below of the educational plans (DEDPs) are aligned with the BEDP and compliant to policy and planning	5/9 FDs and 18/22 SDOs and below have quality assured DEDPs educational plans	DEDPs Educational Plans that are compliant to policy and planning are quality assured within 4th week and beyond of the Fiscal Year of implementation							
		3. Spearhead the consolidation of the physical reports of operation	April July October December	5%	Outstanding (5)	Physical reports of operations consolidated with no corrections	100% consolidation of the physical operations report	All physical reports consolidated submitted on time							
	To lead the conduct of quarterly review on the performance of RO/SDO to track the progress of PPA's	Very Satisfactory (4)			Physical reports of operations consolidated with minor corrections	95% consolidation of the physical operations report	All physical reports consolidated submitted 1 week after the deadline								
		Satisfactory (3)			Physical reports of operations consolidated with minor corrections and minor missing data	90% consolidation of the physical operations report	All physical reports consolidated submitted 2 weeks after the deadline								
		Unsatisfactory (2)			Physical reports of operations consolidated with major corrections and missing data	85% consolidation of the physical operations report	All physical reports consolidated submitted 3 weeks after the deadline								
		Poor (1)			Physical reports of operations consolidated with major corrections and many missing data	80% consolidation of the physical operations report	All physical reports consolidated submitted 1 month after the deadline								
					Outstanding (5)	All policies reviewed	All FDs and SDOs have policies reviewed	Policies are reviewed immediately upon receipt/ indorsement/ issuance/ disseminated							
					Very Satisfactory (4)	95% of policies reviewed	8/9 FDs and 21/22 SDOs have policies reviewed	Policies are reviewed 1 week upon receipt/ indorsement/ issuance/ disseminated							
					Satisfactory (3)	90% of policies reviewed	7/9 FDs and 20/22 SDOs have policies reviewed	Policies are reviewed 2 weeks Policies are reviewed 1 week upon receipt/ indorsement/ issuance/ disseminated							
					Unsatisfactory (2)	85% of policies reviewed	6/9 FDs and 20/22 SDOs have policies reviewed	Policies are reviewed 3 weeks Policies are reviewed 1 week upon receipt/ indorsement/ issuance/ disseminated							



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION										
MPOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE		
					Q	E	T		Q	E	T	AVE			
BASIC EDUCATION SERVICES	Policy Development	1. Lead in the review of the existing policies.	January-December	3%	Poor (1)	80% and below of policies reviewed	5/9 FDs and 19/22 SDCs and below have policies reviewed	Policies are reviewed 4 weeks and beyond upon receipt/indorsement/ issuance/ disseminated							
					Outstanding (5)	100% successful review of the existing policies	All FDs and SDOs have submitted policy recommendation	Policy recommendation submitted 1 week before the set deadline							
					Very Satisfactory (4)	80% successful review of the existing policies	8/9 FDs and 21/22 SDCs have submitted policy recommendation	Policy recommendation submitted on the set deadline							
					Satisfactory (3)	60% successful review of the existing policies	7/9 FDs and 20/22 SDCs have submitted policy recommendation	Policy recommendation submitted 1 week after the set deadline							
					Unsatisfactory (2)	40% successful review of the existing policies	6/9 FDs and 19/22 SDCs have submitted policy recommendation	Policy recommendation submitted 2 weeks after the set deadline							
					Poor (1)	20% and below is success of the review of the existing policies	5/9 FDs and 18/22 SDCs and below have submitted policy recommendation	Policy recommendation submitted 3 weeks and beyond after the set deadline							
		2. Facilitate the review of policies based on data and research findings	January-December	3%	Outstanding (5)	The guidance given was 100% appropriate as agreed upon given the circumstance and the context	Dessiminated, translated and guided all SDCs in the implementation of a given policy	All policies were dessiminated and reviewed within the given time							
	Very Satisfactory (4)				The guidance given was 90% appropriate as agreed upon given the circumstance and the context	Dessiminated, translated and guided 20 SDCs in the implementation of a given policy	Policies were dessiminated and reviewed less than a week after the given time								
	Satisfactory (3)				The guidance given was 80% appropriate as agreed upon given the circumstance and the context	Dessiminated, translated and guided 19 SDCs in the implementation of a given policy	Policies were dessiminated and reviewed less than 2 weeks after the given time								
	Unsatisfactory (2)				The guidance given was 70% appropriate as agreed upon given the circumstance and the context	Dessiminated, translated and guided 18 SDCs in the implementation of a given policy	Policies were dessiminated and reviewed 4 weeks after the given time								
Poor (1)	There is a need to reconsider the guidance given the circumstance and the context				Dessiminated, translated and guided 17 SDCs in the implementation of a given policy	Policies were dessiminated and reviewed 2 months after the given time									
	Policy Development	3. Lead in the implementation of national policies	January-December	3%	Outstanding (5)	The approved policy implementation plan was very comprehensive	All SDCs have approved policy implementation plan	The approved policy implementation plan were executed immediately							
Very Satisfactory (4)					The approved policy implementation plan was comprehensive	21/22 SDCs have approved policy implementation plan	The approved policy implementation plan were executed 1 week after dissemination								
Satisfactory (3)					The approved policy implementation plan was fairly comprehensive	20/22 SDCs have approved policy implementation plan	The approved policy implementation plan were executed 2 weeks after dissemination								
Unsatisfactory (2)					The approved policy implementation plan was poorly comprehensive	19/22 SDCs have approved policy implementation plan	The approved policy implementation plan were executed 3 weeks after dissemination								



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION										
MPOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE*		
					Q	E	T		Q	E	T	AVE			
BASIC EDUCATION SERVICES	Research Management	1. Ensured the use of research outputs in improving the policy and program implementation	January-December	5%	Poor (1)	The approved policy implementation plan approved policy implementation plan not at all comprehensive	19/22 and below SDOs have approved policy implementation plan	The approved policy implementation plan were executed 4 weeks and more after dissemination							
					Outstanding (5)	100% improved policy and program implementation from research outputs	Ensured 100% use of research outputs.	Research outputs were utilized immediately after the dissemination							
					Very Satisfactory (4)	90% improved policy and program implementation from research outputs	Ensured 90% use of research outputs.	Research outputs were utilized 1 week after the dissemination							
					Satisfactory (3)	80% improved policy and program implementation from research outputs	Ensured 80% use of research outputs.	Research outputs were utilized 2 weeks after the dissemination							
					Unsatisfactory (2)	70% improved policy and program implementation from research outputs	Ensured 70% use of research outputs.	Research outputs were utilized 3 weeks after the dissemination							
	Poor (1)	60% and below improved policy and program implementation from research outputs	Ensured 60% and below the use of research outputs.	Research outputs were utilized 4 weeks and beyond after the dissemination											
		2. Provide TA in the conduct of research studies	January-December	5%	Outstanding (5)	100% of those given technical assistance were able to conduct and submit a research	100% of the technical assistance in research was fully conducted	Technical assistance was provided on time							
					Very Satisfactory (4)	90% of those given technical assistance were able to conduct and submit a research	90% of the technical assistance in research was fully conducted	Technical assistance was behind by a week							
					Satisfactory (3)	80% of those given technical assistance were able to conduct and submit a research	80% of the technical assistance in research was fully conducted	Technical assistance was behind by two weeks							
					Unsatisfactory (2)	70% of those given technical assistance were able to conduct and submit a research	70% of the technical assistance in research was fully conducted	Technical assistance was behind by three weeks							
Poor (1)					60% of those given technical assistance were able to conduct and submit a research	60% of the technical assistance in research was fully conducted	Technical assistance was behind by a month								



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE		
					Q	E	T		Q	E	T	AVE			
BASIC EDUCATION SERVICES	Research Management	3. Monitored and evaluated the SDOs' implementation of Research Management	January-December	8%	Outstanding (5)	The conduct of monitoring and evaluation on the implementation of research management is 100% successful	All SDOs were monitored and evaluated on the implementation of research management	The monitoring and evaluation on the implementation of research management is conducted before the set deadline							
					Very Satisfactory (4)	The conduct of monitoring and evaluation on the implementation of research management is 80% successful	21/22 SDOs were monitored and evaluated on the implementation of research management	The monitoring and evaluation on the implementation of research management is conducted before the set 1 week after deadline							
					Satisfactory (3)	The conduct of monitoring and evaluation on the implementation of research management is 60% successful	20/22 SDOs were monitored and evaluated on the implementation of research management	The monitoring and evaluation on the implementation of research management is conducted before the set 2 weeks after the deadline							
					Unsatisfactory (2)	The conduct of monitoring and evaluation on the implementation of research management is 40% successful	19/22 SDOs were monitored and evaluated on the implementation of research management	The monitoring and evaluation on the implementation of research management is conducted before the set 3 weeks after the deadline							
					Poor (1)	The conduct of monitoring and evaluation on the implementation of research management is 20% and below successful	18/22 and below SDOs were monitored and evaluated on the implementation of research management	The monitoring and evaluation on the implementation of research management is conducted before the set 4 weeks and beyond after the deadline							
		4. Monitored the implementation of BERF and Non-BERF researches	January-December	10%	Outstanding (5)	Very comprehensive	100% of the identified research for implementation were monitored	Done before schedule							
	Very Satisfactory (4)				Comprehensive	90% of the identified research for implementation were monitored	Done on schedule								
	Satisfactory (3)				Fairly comprehensive	80% of the identified research for implementation were monitored	A week later								
	Unsatisfactory (2)				Poorly comprehensive	70% of the identified research for implementation were monitored	a month delayed								
	Poor (1)				not at all comprehensive	60% of the identified research for implementation were monitored	months delayed								



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION									
MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE*	
					Q	E	T		Q	E	T	AVE		
BASIC EDUCATION SERVICES	Data Management	1. Provided complete, valid, timely, and accurate data and information for planning and strategic direction, budgeting, and policy review and recommendation	January-December	10%	Outstanding (5)	100% accurate data were provided	ALL SDOs were provided with basic education data	Done before schedule						
					Very Satisfactory (4)	90% accurate data were provided	21/22 SDOs were provided with basic education data	Done on schedule						
					Satisfactory (3)	80% accurate data were provided	20/22 SDOs were provided with basic education data	A week later						
					Unsatisfactory (2)	70% accurate data were provided	19/22 SDOs were provided with basic education data	a month delayed						
					Poor (1)	60% and below accurateness of data were provided	18/22 and below SDOs were provided with basic education data	months delayed						
	Data Management	2. Provided Technical Assistance on data management	January-December	10%	Outstanding (5)	Technical assistance on data management were 100% successful	ALL SDOs were provided with technical assistance on data management	Technical assistance on data management were provided before the set time						
					Very Satisfactory (4)	Technical assistance on data management were 90% successful	21/22 SDOs were provided with technical assistance on data management	Technical assistance on data management were provided 1 week after the set time						
					Satisfactory (3)	Technical assistance on data management were 80% successful	20/22 SDOs were provided with technical assistance on data management	Technical assistance on data management were provided 2 weeks after the set time						
					Unsatisfactory (2)	Technical assistance on data management were 70% successful	19/22 SDOs were provided with technical assistance on data management	Technical assistance on data management were provided 3 weeks after the set time						
					Poor (1)	Technical assistance on data management were 60% and below successful	18/22 SDOs and below were provided with technical assistance on data management	Technical assistance on data management were provided 4 weeks or more after the set time						
Data Management	3. Tracked key programs and projects through the establishment of a management information	January-December	8%	Outstanding (5)	100% functional Management Information System	100% of all FDs and SDOs were able to tracked key PPAs through PMIS/LIS/EBEIS(NSBI)/TEADOC	Tracked the functionality of the management information system 5 days before the set deadline							
				Very Satisfactory (4)	90% functional Management Information System	8/9 FDs and 21/22 SDOs were able to tracked key PPAs through PMIS/LIS/EBEIS(NSBI)/TEADOC	Tracked the functionality of the management information system 4 days before the set deadline							
				Satisfactory (3)	80% functional Management Information System	7/9 FDs and 20/22 SDOs were able to tracked key PPAs through PMIS/LIS/EBEIS(NSBI)/TEADOC	Tracked the functionality of the management information system 3 days before the set deadline							



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFCs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE*		
					Q	E	T		Q	E	T	AVE			
BASIC EDUCATION SERVICES		system			Unsatisfactory (2)	70% functional Management Information System	6/9 FDs and 20/22 SDOs were able to tracked key PPAs through PMIS/LIS/EBEIS(NSBI)/TEADOC	Tracked the functionality of the management information system after the set deadline							
					Poor (1)	Non-functional Management Information System	5/9 FDs and 18/22 SDOs and below were able to tracked key PPAs through PMIS/LIS/EBEIS(NSBI)/TEADOC	Tracked the functionality of the management information system 2 days before the set deadline							
		1. Established and maintained systems and processes geared towards administrative effectiveness and efficiency	January - December	4%	Outstanding (5)	100% updated operations manual	100% established and maintained the operations manual	Updated the Operations Manual 1 week before the deadline							
	Very Satisfactory (4)				95% updated operations manual	95% established and maintained the operations manual	Updated the Operations Manual 6 days before the deadline								
	Satisfactory (3)				90% updated operations manual	90% established and maintained the operations manual	Updated the Operations Manual 5 days before the deadline								
	Unsatisfactory (2)				85% updated operations manual	85% established and maintained the operations manual	Updated the Operations Manual 4 days before the deadline								
	Poor (1)				80% and below updated operations manual	85% and below the established and maintained the operations manual	Updated the Operations Manual 3 days and beyond before the deadline								
		2. Promoted a culture of excellence, innovation, and collaboration	January - December	3%	Outstanding (5)	Two (2) recognition initiatives were conducted	All FDs and SDOs were given two (2) recognitions	Two (2) recognition initiatives were conducted within the Fiscal Year							
	Very Satisfactory (4)				One (1) recognition initiatives were conducted	8/9 RO FDs and 21/22 SDOs were given two (2) recognitions	Two (1) recognition initiatives were conducted within the Fiscal Year								
	Satisfactory (3)				No recognition initiatives were conducted	7/9 RO FDs and 20/22 SDOs were given two (2) recognitions	Two (2) recognition initiatives were conducted after the required Fiscal Year								
	Unsatisfactory (2)				No recognition initiatives were conducted but with plan to conduct	6/9 RO FDs and 20/22 SDOs were given two (2) recognitions	One (1) recognition initiatives were conducted after the required Fiscal Year								
	Poor (1)				No plan and no recognition to conduct recognition initiatives	5/9 RO FDs and 19/22 SDOs and below were given two (2) recognitions	No recognition initiatives were conducted within the Fiscal Year								
		3. Conducted periodic monitoring and evaluation of office/staff performance for	January - December	3%	Outstanding (5)	100% of the midterm and year-end OPCRf/IPCRf were reviewed.	100% of RO FDs' and SDOs' staff were subjected to Midterm and year-end review of their OPCRf and IPCRF.	OPCRf/IPCRf of staff were reviewed 1 week before the set deadline							
	Very Satisfactory (4)				95% of the midterm and year-end OPCRf/IPCRf were reviewed.	95% of RO FDs' and SDOs' staff were subjected to Midterm and year-end review of their OPCRf and IPCRF.	OPCRf/IPCRf of staff were reviewed 6 days before the set deadline								
	Satisfactory (3)				90% of the midterm and year-end OPCRf/IPCRf were reviewed.	90% of RO FDs' and SDOs' staff were subjected to Midterm and year-end review of their OPCRf and IPCRF.	OPCRf/IPCRf of staff were reviewed 5 days before the set deadline								



Republic of the Philippines
 Department of Education
 REGION IV-A CALABARZON

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE: **ELINO S. GARCIA**
 POSITION: Education Program Supervisor, OIC-Chief
 OFFICE/DIVISION: Policy, Planning and Research Division (PPRD)
 RATING PERIOD: January to December 2023

NAME OF RATER: **CHERRYLOU D. REPIA**
 POSITION: Assistant Regional Director
 DATE OF REVIEW:

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION										
MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE		
					Q	E	T		Q	E	T	AVE			
		the provision of relevant learning and development programs			Unsatisfactory (2)	85% of the midterm and year-end OPCRf/IPCRF were reviewed.	85% of RO FDs' and SDOs' staff were subjected to Midterm and year-end review of their OPCRf and IPCRF.	OPCRf/IPCRF of staff were reviewed 4 days before the set deadline							
					Poor (1)	80% and below of the midterm and year-end OPCRf/IPCRF were reviewed.	80% and below of RO FDs' and SDOs' staff were subjected to Midterm and year-end review of their OPCRf and IPCRF.	OPCRf/IPCRF of staff were reviewed 2 days and beyond the set deadline							
				100%								OVERALL RATING FOR ACCOMPLISHMENT			

Adjectival Rating Scale

- 4.500 - 5.000 Outstanding
- 3.500 - 4.499 Very Satisfactory
- 2.500 - 3.499 Satisfactory
- 1.500 - 2.499 Unsatisfactory
- below 1.499 Poor


ELINO S. GARCIA
 OIC-Chief, PPRD
 Ratee


CHERRYLOU D. REPIA
 Assistant Regional Director
 Rater


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director
 Approving Authority



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating
Accomplishment of KRAs and Objectives	

Employee-Superior

The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

Name of Employee:	ELINO S. GARCIA	Name of Superior:	CHERRYLOU D. REPIA
Signature:		Signature:	
Date:	2-1-2023	Date:	

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
Core Behavioral 1. Result Focus: Achieve results with optimal use of time and resources most of the time. 2. Team Work: Willingly does share of responsibility 3. Innovation: Can demonstrate an ability to think beyond the box.	1. People Performance Management: Needs skills in setting performance standards and measures progress of employees based on office and department targets. 2. On People Development: Needs competence to facilitate workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.	Mentoring and Coaching Training	May 2023	Human and Financial Resources
Leadership (People Performance) 4. Provides feedback and technical assistance such as coaching for performance improvement and action planning.				

Feedback:

ELINO S. GARCIA
 OIC-Chief, PPRD
 RATEE

CHERRYLOU D. REPIA
 Assistant Regional Director
 RATER

ATTY. ALBERTO T. ESCOBARNE, CESO II
 Regional Director
 APPROVING AUTHORITY

COMPETENCIES

CORE BEHAVIORAL COMPETENCIES (FOR Levels 1 and 2 Employees)

Self-Management

1. Sets personal goals and direction, needs and development.
2. Understands personal actions and behavior that are clear and purposive and takes into account personal goals and values congruent to that of the organization
3. Displays emotional maturity and enthusiasm for and is challenged by higher goals
4. Prioritize work tasks and schedules (through Gantt charts, checklists, etc.) to achieve goals
5. Sets high quality, challenging, realistic goals for self and others.

4.00

Professionalism and Ethics

1. Demonstrate the values and behavior enshrined in the Norms and Conduct and Ethical Standards for Public Officials and Employees (RA
2. Practice ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.
3. Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
4. Makes personal sacrifices to meet the organization's needs.
5. Act with a sense of urgency and responsibility to meet the organization's needs, improve system and help others improve their effectiveness.

4.00

Result Focus

1. Achieves results with optimal use of time and resources most of the time.
2. Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
3. Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.
4. Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set
5. Makes specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently, or improving quality, customer satisfaction, morale, without setting any specific goal.

4.20

Teamwork

1. Willingly does his/her share of responsibility
2. Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.
3. Applies negotiation principles in arriving at win-win agreements.
4. Drives consensus and team ownership of decisions
5. Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.

4.00

Service Orientation

1. Can explain and articulate organizational directions, issues and problems.
2. Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.
3. Initiates activities that promotes advocacy for men and women empowerment.
4. Participates in updating office vision, mission, mandates and strategies based on DEPED strategies and directions.
5. Develops and adopts service improvement program through simplified procedures that will further enhance service delivery.

4.00

Innovation

1. Examines the root cause of problems and suggests effective solutions. Foster new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).
2. Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.
3. Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
4. Translates creative thinking into tangible changes and solutions that improve the work unit and organization.
5. Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.

4.20

5 - Role model; 4 - Consistently demonstrate; 3- Most of the time demonstrates; 2- Sometimes demonstrate; 1- Rarely demonstrate

LEADERSHIP COMPETENCIES (For Level 2 Employees Only)

Leading People	
<input type="checkbox"/> Uses basic persuasion techniques in a discussion or presentation e.g., staff mobilization, appeals to reason and/or emotions, uses data and examples, visual aids	4
<input type="checkbox"/> Persuades, convinces or influences others, in order to have a specific impact or effect.	5
<input type="checkbox"/> "Sets a good example", is a credible and respected leader; and demonstrates desired behavior.	4
<input type="checkbox"/> Forwards personal, professional and work unit needs and interests in an issue.	4
<input type="checkbox"/> Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of DepEd goals, in order to	4

4.20

People Performance Management	
<input type="checkbox"/> Makes specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more	4
<input type="checkbox"/> Sets performance standards and measures progress of employees based on office and department targets.	3
<input type="checkbox"/> Provides feedback and technical assistance such as coaching for performance improvement and action planning.	5
<input type="checkbox"/> States performance expectations clearly and checks understanding and commitment.	4
<input type="checkbox"/> Performs all the stages of result-based performance management system supported by evidence and required documents/forms.	4

4.00

People Development	
<input type="checkbox"/> Improves the skills and effectiveness of individuals through employing a range of development strategies.	4
<input type="checkbox"/> Facilitates workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.	3
<input type="checkbox"/> Conceptualizes and implements learning interventions to meet identified training needs.	5
<input type="checkbox"/> Does long-term coaching or training by arranging appropriate and helpful assignments, formal training, or other experiences for the purpose of supporting a person's learning	4
<input type="checkbox"/> Cultivates a learning environment by structuring interactive experiences such as looking for future opportunities that are in support of achieving individual career goals.	4

4.00

OVERALL COMPETENCY RATINGS

Consistently demonstrate

CORE BEHAVIORAL COMPETENCIES

4.17

LEADERSHIP COMPETENCIES

4.07

OVERALL RATING

4.12

5 - Role model; 4 - Consistently demonstrate; 3- Most of the time demonstrates; 2- Sometimes demonstrate; 1- Rarely demonstrate