OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

NAME OF EMPLOYEE:	**MICHAEL GIRARD R. ALBA**	
POSITION:	Chief Education Supervisor	
OFFICE/DIVISION:	Field Technical Assistance Division	
RATING PERIOD:	January to December 2023	

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

MFO	KRAs	OBJECTIVES	TIMELINE	WEIGHT	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	AVE	
BASIC EDUCATION SERVICES	Partnership and Linkages	To establish, sustain, strengthen, and increase partnership and linkages among Private and Public stakeholders for the provision of additional education resources and services that shall support the Regional Basic Education Development Plan	January to December 2023	10%	100% of the private and public stakeholders is established, sustained and strengthened or the provision of additional education resources and services that shall support the Regional Basic Education Development Plan	100% of Physical targets and financial targets with the framework achieved	Organized and approved on time						
					90 - 99 of the private and public stakeholders is established, sustained and strengthened or the provision of additional education resources and services that shall support the Regional Basic Education Development Plan	90% - 99 % of Physical targets and financial targets with the framework achieved	The conduct of activity delayed by 1 Week						
					80 - 89 % of the private and public stakeholders is established, sustained and strengthened or the provision of additional education resources and services that shall support the Regional Basic Education Development Plan	80% - 89 % of Physical targets and financial targets with the framework achieved	The conduct of activity is delayed by 2 Weeks						
					60 % - 79%of the private and public stakeholders is established, sustained and strengthened or the provision of additional education resources and services that shall support the Regional Basic Education Development Plan	70 %- 79 % of Physical targets and financial targets with the framework achieved	The conduct of activity is delayed by 3 weeks						
					50 % - 59 %of the private and public stakeholders is established, sustained and strengthened or the provision of additional education resources and services that shall support the Regional Basic Education Development Plan	Below 70% of Physical targets and financial targets with the framework achieved	The conduct of activity is delayed by more than one 1 month						

BASIC EDUCATION SERVICES	Partnership and Linkages	To develop guidelines/standards based on needs and gaps for engaging Education Support Services (ESS) partners	January to December 2023	5%	All ESSD Staff and Personnel developed guidelines/standards based on needs and gaps for engaging Education Support Services (ESS) partners	100 % of the defined timelines of activities, budget allocations were conducted.	All issuances and memorandum are approved within 3 days.					
					7 ESSD Staff and Personnel developed guidelines/standards based on needs and gaps for engaging Education SupportServices (ESS) partners	90 - 99 % of the defined timelines of activities, budget allocations were conducted.	All issuances and memorandum are approved by 1 Week					
					6 ESSD Staff and Personnel developed guidelines/standards based on needs and gaps for engaging Education SupportServices (ESS) partners	80 -89 % of the defined timelines of activities, budget allocations were conducted.	All issuances and memorandum are approved by 1 week is delayed by 2 Weeks					
					5 ESSD Staff and Personnel developed guidelines/standards based on needs and gaps for engaging Education Support Services (ESS) partners	70- 79% of the defined timelines of activities, budget allocations were conducted.	All issuances and memorandum are approved by 1 Week is delayed by 3 Weeks					
					4 ESSD Staff and Personnel developed guidelines/standards based on needs and gaps for engaging Education Support Services (ESS) partners	60- 69 % of the defined timelines of activities, budget allocations were conducted.	All issuances and memorandum are approved by 1 Week is delayed by a month					

BASIC EDUCATION SERVICES	Partnership and Linkages	To establish a coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners	January to December 2023	5%	90 - 100% of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	100% of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	establishment of a coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners is on time					
					80 -89 % of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	90 % - 99 % of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	establishment of a coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partnersis delayed by 1 Week					
					70 - 79% of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	80 % - 89 % of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	establishment of a coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners are delayed by 2 Weeks					
					60 - 69 % of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	70 % - 79 % of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	establishment of a coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners are delayed by 3 Weeks					
					50 - 59 % of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	Below 70 % of the database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners was established coordination mechanism through a mechanism	establishment of a coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners are delayed by a month					

BASIC EDUCATION SERVICES	Partnership and Linkages	To identify areas for internal and external partnership in connection with Disaster Risk Reduction and Management (DRRM) and Climate Change	January to December 2023	5%	100 % of the areas for internal and external partnership in connection with Disaster Risk Reduction and Management (DRRM)and Climate Change is identified.	100 % of the defined timelines of activities and budget allocation were conducted	The Conduct of activity is on time.					
					90 - 99% of the areas for internal and external partnership in connection with Disaster Risk Reduction and Management (DRRM)and Climate Change is identified.	90 - 99 %of the defined timelines of activities and budget allocation were conducted	The Conduct of activity is delayed by 1 Week					
					80 - 89 %o of the areas for internal and external partnership in connection with Disaster Risk Reduction and Management (DRRM) and Climate Change is identified.	80 - 89 % of the defined timelines of activities and budget allocation were conducted	The Conduct of activity is delayed by 2 Weeks					
					70 - 79 % of the areas for internal and external partnership in connection with Disaster Risk Reduction and Management (DRRM) and Climate Change is identified.	70 -79 % of the defined timelines of activities and budget allocation were conducted	The Conduct of activity is delayed by 3 Weeks					
					0 - 69 % of the areas for internal and external partnership in connection with Disaster Risk Reduction and Management (DRRM) and Climate Change is identified.	60 - 69 % of the defined timelines of activities and budget allocation were conducted	The Conduct of activity is delayed by a month					

BASIC EDUCATION SERVICES	Partnership and Linkages	Adaptation (CCA), and Education in Emergencies (EIE).	January to December 2023	5%	100 % of CCA and Education in Emegencies (EIE) is adopted.	100 % of CCA and Education in Emergencies (EIE) is adopted.	The Conduct of activity is on time.				
					90 - 99 % of CCA and Education in Emergencies (EIE) is adopted.	90 - 99% oof CCA and Education in Emergencies (EIE) is adopted.	The Conduct of activity is delayed by 1 Week				
					80 - 89 % of CCA and Education in Emergencies (EIE) is adopted.	80 - 89 %o of CCA and Education in Emegencies (EIE) is adopted.	The Conduct of activity is delayed by 2 Weeks				
					70 - 79 % of CCA and Education in Emergencies (EIE) is adopted.	70 - 79 % of CCA and Education in Emergencies (EIE) is adopted.	The Conduct of activity is delayed by 3 Weeks				
					0 - 69 % of CCA and Education in Emergencies (EIE) is adopted.	0 - 69 % of CCA and Education in Emergencies (EIE) is adopted.	The Conduct of activity is delayed by a month				
BASIC EDUCATION SERVICES	Partnership and Linkages	To plan, implement, and monitor initiatives relating to child protection with regional line agencies of the government and international and local organizations	January to December 2023	5%	100 % of the initiatives relating to child protection with regional line agencies of the government and international and local organizations are planned, implemented, and monitored	100 % of the defined timelines of activities, budget allocations were conducted	The conduct of activity is on time				
					90 - 99 % of the initiatives relating to child protection with regional line agencies of the government and international and local organizations are planned, implemented, and monitored	90 - 99% of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by 1 Week				
					80 - 89 % of the initiatives relating to child protection with regional line agencies of the government and international and local organizations are planned, implemented, and monitored	80 - 89 % of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by 2 Weeks				
					70 - 79 % of the initiatives relating to child protection with regional line agencies of the government and international and local organizations are planned, implemented, and monitored	70 - 79 % of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by 3 Weeks				
					60 - 69 % of the initiatives relating to child protection with regional line agencies of the government and international and local organizations are planned, implemented, and monitored	60 - 69 % of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by a month				

BASIC EDUCATION SERVICES	Educational Facilities Managemen	To facilitate the conduct of needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities	January to December 2023	5%	91 - 100 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities has been conducted and facilitated.	100% of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings,furniture, and other facilities were documented	Conduct of Revalida on the Organizational knowledge on Interventions in Resolving BLICS: One Region with 22 Solutions on SBM is on time					
					81 - 90 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities has been conducted and facilitated.	90 - 99 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities were documented	Conduct of Revalida on the Organizational knowledge on Interventions in Resolving BLICS: One Region with 22 Solutions on SBM is delayed by 1 Week					
					71 - 80 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities has been conducted and facilitated.	80 - 89 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities were documented	Conduct of Revalida on the Organizational knowledge on Interventions in Resolving BLICS: One Region with 22 Solutions on SBM is delayed by 2 Weeks					
					61 - 70 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities has been conducted and facilitated.	70 % 79 %of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities were documented	Conduct of Revalida on the Organizational knowledge on Interventions in Resolving BLICS: One Region with 22 Solutions on SBM is delayed by 3 Weeks					
					60 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities has been conducted and facilitated.	Below 70 % of the needs assessment of Schools Division Offices on basic education to include disaster-related needs assessment, facilities such as school buildings, furniture, and other facilities were documented	Conduct of Revalida on the Organizational knowledge on Interventions in Resolving BLICS: One Region with 22 Solutions on SBM is delayed by a month					

BASIC EDUCATION SERVICES	Educational Facilities Management	To ensure equitable distribution of resources in the Schools Division Office and provide recommendations for the maximum utilization of the same	January to December 2023	10%	100 % of the SDOs has ensured equitable distribution of resources in the Schools Division Office and provide recommendations for the maximum utilization of the same	100% of the defined timelines of activities, budget allocations were conducted	The conduct of activity is on time					
					90-99 % of the SDOs has ensured equitable distribution of resources in the Schools Division Office and provide recommendations for the maximum utilization of the same	90 - 99% of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by 1 Week					
					80-89% of the SDOs has ensured equitable distribution of resources in the Schools Division Office and provide recommendations for the maximum utilization of the same	80 - 89 % of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by 2 Weeks					
					70-79 % of the SDOs has ensured equitable distribution of resources in the Schools Division Office and provide recommendations for the maximum utilization of the same	70 -79 % of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by 3 Weeks					
					60-69% of the SDOs has ensured equitable distribution of resources in the Schools Division Office and provide recommendations for the maximum utilization of the same	60 - 69 % of the defined timelines of activities, budget allocations were conducted	The conduct of activity is delayed by a month					

BASIC EDUCATION SERVICES	Educational Facilities Management	To ensure that education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd	January to December 2023	5%	100 % of the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured.	100% of Physical targets and financial targets with the framework achieved	the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured and are on time					
					90 - 99 % of the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured.	90% - 99 % of Physical targets and financial targets with the framework achieved	the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured is delayed by 1 Week					
					80 % - 89 % of the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured.	80% - 89 % of Physical targets and financial targets with the framework achieved	the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured is delayed by 2 Weeks					
					70 - 79 % of the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured.	70 % - 79 % of Physical targets and financial targets with the framework achieved	the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured is delayed by 3 Weeks					
					60 - 69 % of the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured.	Below 70% of Physical targets and financial targets with the framework achieved	the education facilities constructed by other government agencies such as the local government units and the private sector comply with the minimum standards of DepEd has been ensured is delayed by a month					

BASIC EDUCATION SERVICES	Health and Nutrition Services Management	To manage, supervise and monitor the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines.	January to December 2023	10%	100 % of the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines has been managed, supervised and monitored	100% of Physical targets and financial targets with the framework achieved	the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines has been managed, supervised, and monitored is on time					
					90 % - 99 % of the delivery of Health and Nutrition services in accordance with policies, standards and guidelines has been managed, supervised and monitored	90 % - 99 % of Physical targets and financial targets with the framework achieved	the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines has been managed, supervised and monitored is delayed by 1 Week					
					80 % - 89 % of the delivery of Health and Nutrition services in accordance with policies, standards and guidelines has been managed, supervised and monitored	80 % - 89 % of Physical targets and financial targets with the framework achieved	the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines has been managed, supervised and monitored is delayed by 2 Weeks					
					70 - 79 % of the delivery of Health and Nutrition services in accordance with policies, standards and guidelines has been managed, supervised and monitored	70 % - 79 % of Physical targets and financial targets with the framework achieved	the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines has been managed, supervised and monitored is delayed by 3 Weeks					
					60 - 69 % of the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines has been managed, supervised and monitored	Below 70% of Physical targets and financial targets with the framework achieved	the delivery of Health and Nutrition services in accordance with policies, standards, and guidelines has been managed, supervised and monitored is delayed by a month					

BASIC EDUCATION SERVICES	Health and Nutrition Services Management	To provide technical assistance for the effective provision of Health and Nutrition services.	January to December 2023	5%	100 % of technical assistance to SDOsfor the effective provision of Health and Nutrition services is provided.	100% of Physical targets and financial targets with the framework achieved	the technical assistance to SDOsfor the effective provision of Health and Nutrition services is provided is on time					
					90 % 99 % of technical assistance to SDOs for the effective provision of Health and Nutrition services is provided.	90% - 99 % of Physical targets and financial targets with the framework achieved	technical assistance to SDOs for the effective provision of Health and Nutrition services is provided is delayed by 1 Week					
					80 % - 89 % of technical assistance to SDOs for the effective provision of Health and Nutrition services is provided.	80% - 89 %of Physical targets and financial targets with the framework achieved	technical assistance to SDOs for the effective provision of Health and Nutrition services is provided is delayed by 2 Weeks					
					70 - 79 % of technical assistance to SDOs for the effective provision of Health and Nutrition services is provided.	70 % - 79 % of Physical targets and financial targets with the framework achieved	technical assistance to SDOs for the effective provision of Health and Nutrition services is provided is delayed by 3 Weeks					
					60 - 69 % of technical assistance to SDOs for the effective provision of Health and Nutrition services is provided.	Below 70% of Physical targets and financial targets with the framework achieved	technical assistance to SDOs for the effective provision of Health and Nutrition services is provided is delayed by a month					

BASIC EDUCATION SERVICES	Program/Project Management	To assist the Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations.	January to December 2023	5%	100 % of the Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations is assisted.	100% of Physical targets and financial targets with the framework achieved	the Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations assisted is on time					
					90 % 99 of the Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations is assisted.	90% - 99 % of Physical targets and financial targets with the framework achieved	The Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations assisted is delayed by 1 Week					
					80 % - 89 % of the Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations is assisted.	80% - 89 %of Physical targets and financial targets with the framework achieved	The Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations assisted is delayed by 2 Weeks					
					70 - 79 % of the Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations is assisted.	70 %- 79 % of Physical targets and financial targets with the framework achieved	The Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations assisted is delayed by 3 Weeks					
					60 - 69 % of the Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations is assisted.	Below 70% of Physical targets and financial targets with the framework achieved	The Schools Division Offices in the implementation of PPAs through capacity building (CBs), orientations, meetings, and consultations assisted is delayed by a month					

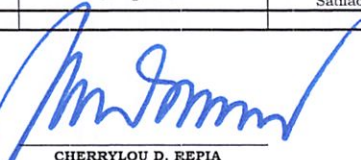| BASIC EDUCATION SERVICES	Office Administration and Performance Management	Conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.	January to December 2023	10%	All ESSD staff Teams was engaged on periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.	All ESSD staff submits required docuemtns and reports	All ESSD staff submits required docuemtns and reports on time					
					3 ESSDstaff Teams was engaged on periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.	3 ESSD staff submits required docuemtns and reports	3 ESSD staff submits required docuemtns and reports is delayed by 1 Week					
					2 ESSD staff Teams was engaged on periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development program	2 ESSD staff submits required docuemtns and reports	2 ESSD staff submits required docuemtns and reports is delayed by 2 Weeks					
					1 ESSD staff Teams was engaged on periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.	1 ESSD staff submits required docuemtns and reports	1 ESSD staff submits required docuemtns and reports is delayed by 3 Weeks					
					0 ESSD staff Teams was engaged on periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.	0 ESSDD staff submit required docuemtns and reports	0 FESSD staff submit required documents and reports is delayed by a month					
BASIC EDUCATION SERVICES	Office Administration and Performance Management	To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	January to December 2023	5%	100 % of the systems and processes geared towards administrative effectiveness and efficiency were established and maintained	100 % of promotion of a culture of excellence, innovation, and collaboration is evident	100 % of the administrative, budget, finance, and other relevant processes and requirements are met					
					90 % 99 % of the systems and processes geared towards administrative effectiveness and efficiency were established and maintained	90 % 99 %of promotion of a culture of excellence, innovation, and collaboration is evident	90 % 99 %of the administrative, budget, finance, and other relevant processes and requirements are met					
					80 % - 89 % of the systems and processes geared towards administrative effectiveness and efficiency were established and maintained	80 % - 89 % of promotion of a culture of excellence, innovation, and collaboration is evident	80 % - 89 % of the administrative, budget, finance, and other relevant processes and requirements are met					
					70 - 79 % of the systems and processes geared towards administrative effectiveness and efficiency were established and maintained	70 - 79 % of promotion of a culture of excellence, innovation, and collaboration is evident	70 - 79 % of the administrative, budget, finance, and other relevant processes and requirements are met					
					60 - 69 % of the systems and processes geared towards administrative effectiveness and efficiency were established and maintained	60 - 69 % of promotion of a culture of excellence, innovation, and collaboration is evident	60 - 69 % of the administrative, budget, finance, and other relevant processes and requirements are met					

BASIC EDUCATION SERVICES	Office Administration and Performance Management	To ensure that administrative, budget, finance, and other relevant processes and requirements are met	January to December 2023	5%	91- 100% of the administrative, budget, finance, and other relevant processes and requirements are met	All ESSD staff submit required docuemtns and reports	All ESSD staff submits required docuemtns and reports on time						
					81 - 90 % of the administrative, budget, finance, and other relevant processes and requirements are met	3 ESSD staff submits required docuemtns and reports	3 ESSD staff submits required docuemtns and reports is delayed by 1 Week						
					71 % 80 of the administrative, budget, finance, and other relevant processes and requirements are met	2 ESSD staff submits required docuemtns and reports	2 ESSD staff submits required docuemtns and reports is delayed by 2 Weeks						
					60- 70 % of the administrative, budget, finance, and other relevant processes and requirements are met	1 ESSD staff submits required documents and reports	1 ESSD staff submits required docuemtns and reports is delayed by 3 Weeks						
					50 - 60 %of the administrative, budget, finance, and other relevant processes and requirements are met	0 ESSD staff submit required docuemtns and reports	0 ESSD staff submit required docuemtns and reports is delayed by a month						
BASIC EDUCATION SERVICES	Office Administration and Performance Management	To promote a culture of excellence, innovation, and collaboration	January to December 2023	5%	All staff submit Administrative and Financial Reports accurately	All of the employees were given recognition/ FD Recognition	91- 100% were satisfied on the TA Provision based on Satifaction Survey						
					3 staff submits Administrative and Financial Reports accurately	3 employees were given recognition	81- 90 %were satisfied on the TA Provision based on Satifaction Survey						
					2 staff submits Administrative and Financial Reports accurately	2 employees were given recognition	71- 80 % were satisfied on the TA Provision based on Satifaction Survey						
					1 staff submits Administrative and Financial Reports accurately	1 employee was given recognition	61- 70 % were satisfied on the TA Provision based on Satifaction Survey						
					O ESSD staff submits Administrative and Financial Reports accurately	0 employee were given recognition	50 - 60 % were satisfied on the TA Provision based on Satifaction Survey						
				100%									

	OVERALL RATING FOR ACCOMPLISHMENT	0.000

Adjectival Rating Scale

Outstanding	4.500- 5.000
Very Satisfactory	3.500-4.499
Satisfactory	2.500-3.499
Unsatisfactory	1.500-2.499
Poor	1.000-1.499

MICHAEL GIRARD K. ALBA
Chief, Field Technical Assistance Division

CHERRYLOU D. REPIA
Assistant Regional Director

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director
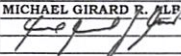
PART III:SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating
Accomplishment of KRAs and Objectives	

Employee-Superior Agreement

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:	MICHAEL GIRARD R. ALBA	Name of Superior:	ATTY. ALBERTO T. ESCOBARTE, CESO II
Signature:		Signature:	
Date:		Date:	

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed

Feedback:

_____
MICHAEL GIRARD R. ALBA
Chief, Education Support Services Division

_____
CHERRYLOU D. REPIA
Assistant Regional Director

_____
ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Date	Critical Incidence Description	Output	Impact on Job/Action Plan	Signature Ratee	

Feedback:

CORE BEHAVIORAL COMPETENCIES

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.

Professionalism and Ethics
1. Demonstrate the values and behavior enshrined in the Norms and Conduct and Ethical Standards for Public Officials and
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
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

Result Focus
1. Achieves results with optimal use of time and resources mist of the time.
2. Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal
3. Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently.
4. Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise
5. Makes specific changes in the system or in own work methods to improve performance. Examples may include doing

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

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
5. Develops and adopts service improvement program through simplified procedures that will further enhance service delivery

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

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

LEADERSHIP COMPETENCIES

Leading People	
□ 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	
□ Persuades, convinces or influences others, in order to have a specific impact or effect.	
□ "Sets a good example", is a credible and respected leader; and demonstrates desired behavior.	
□ Forwards personal, professional and work unit needs and interests in an issue.	
□ 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 create an effective work environment.	

People Performance Management	
□ 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 efficiently;	
□ Sets performance standards and measures progress of employees based on office and department targets.	
□ Provides feedback and technical assistance such as coaching for performance improvement and action planning.	
□ States performance expectations clearly and checks understanding and commitment.	
□ Performs all the stages of result-based performance management system supported by evidence and required documents/forms.	

People Development	
□ Improves the skills and effectiveness of individuals through employing a range of development strategies.	
□ Facilitates workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.	
□ Conceptualizes and implements learning interventions to meet identified training needs.	
□ 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 and development.	
□ Cultivates a learning environment by structuring interactive experiences such as looking for future opportunities that are in support of achieving individual career goals.	

OVERALL COMPETENCY RATINGS | 0.000 |

CORE BEHAVIORAL COMPETENCIES | |

LEADERSHIP COMPETENCIES | |

OVERALL RATING | |

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