



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

**OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

NAME OF EMPLOYEE: **MARITES L. GLORIA**  
 POSITION: **CHIEF ADMINISTRATIVE OFFICER**  
 OFFICE/DIVISION: **FINANCE DIVISION**  
 RATING PERIOD: **JANUARY-DECEMBER 2022**

NAME OF RATER: **CHERRYLOU D. REPIA**  
 POSITION: **ASSISTANT REGIONAL DIRECTOR**  
 DATE OF REVIEW:

TO BE FILLED DURING PLANNING					PERFORMANCE INDICATORS				TO BE FILLED DURING EVALUATION				
MFO	KRAs	OBJECTIVES	TIMELINE	WEIGHT	QUALITY	EFFICIENCY	TIMELINESS	ACTUAL RESULTS	RATING				SCORE
									Q	E	T	AVE	
Basic Education Services	Financial Management	1.To ensure RO and SDOs comply with financial management policies and procedures through regular M&E.	Within the rating period	5%	100% of the operating units were able to comply with financial management policies and procedures through regular M&E.	All financial management policies and procedures were properly complied through regular M&E.	compliance on time	100% compliance of all operating units to financial management policies and procedures through regular M and E and timely implementation.	5	4	4	4.333	0.217
					95-99% of the operating units were able to comply with financial management policies and procedures through regular M&E	one financial management policy and procedure was not properly complied through regular M&E.	delayed by 1 week						
					90-94% of the operating units were able to comply with financial management policies and procedures through regular M&E	two financial management policies and procedures were not properly complied through regular M&E.	delayed by 2 weeks						
					85-89% of the operating units were able to comply with financial management policies and procedures through regular M&E	three financial management policies and procedures were not properly complied through regular M&E.	delayed by 1 month						
					Only 84% or less of the operating units were able to comply with financial management policies and procedures through regular M&E	more than three financial management policies and procedures were not properly complied through regular M&E.	delayed by more than 1 month						



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TO BE FILLED DURING PLANNING					PERFORMANCE INDICATORS			ACTUAL RESULTS	TO BE FILLED DURING EVALUATION				
MFO	KRAs	OBJECTIVES	TIMELINE	WEIGHT	QUALITY	EFFICIENCY	TIMELINESS		RATING				SCORE
Basic Education Services	Financial Management	2. To conduct financial management seminars and workshops to SDOs and Implementing Units (IUs) finance personnel.	Within the rating period	5%	100% SDOs and IU's Finance personnel participated in seminars and workshops on financial management (blended/virtual)	all Financial management seminars and workshops to SDOs and Implementing Units (IUs) finance personnel were properly conducted.	conducted without delay within the rating period per schedule on WFP	100% participation of SDOs and IU's Finance personnel in conducted seminars and workshops on financial management (F2f, blended and virtual) within the timeline set for it per calendar of activities and Work and Financial Plan of the Finance Division.	5	4	5	4.667	0.2333
					95-99% SDOs and IU's Finance personnel participated in seminars and workshops on financial management (blended/virtual)	one Financial management seminar and workshop to SDOs and Implementing Units (IUs) finance personnel was not properly conducted.	conducted with one day delay within the rating period per schedule on WFP						
					90-94% SDOs and IU's Finance personnel participated in seminars and workshops on financial management (blended/virtual)	two Financial management seminars and workshops to SDOs and Implementing Units (IUs) finance personnel were not properly conducted.	conducted with two days delay within the rating period per schedule on WFP						
					85-89% SDOs and IU's Finance personnel participated in seminars and workshops on financial management (blended/virtual)	three Financial management seminars and workshops to SDOs and Implementing Units (IUs) finance personnel were not properly conducted.	conducted with three days delay within the rating period per schedule on WFP						



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									Q	E	T	AVE	
					Only 84% or less SDOs and IU's Finance personnel participated in seminars and workshops on financial management (blended/virtual)	more than three Financial management seminars and workshops to SDOs and Implementing Units (IUs) finance personnel were not properly conducted.	conducted with more than three days delay within the rating period per schedule on WFP						
					100% coordination with other functional divisions in the RO, SDOs, and oversight agencies as to prioritization of programs and projects of DepEd in connection with the preparation of Budget Proposal (BP) of the following year.	All financial management policies and procedures were properly complied through regular M&E.	compliance on time		5	4	5	4.67	
					95-99% coordination with other functional divisions in the RO, SDOs, and oversight agencies as to prioritization of programs and projects of DepEd in connection with the preparation of Budget Proposal (BP) of the following year.	one financial management policy and procedure was not properly complied through regular M&E.	delayed by 1 week						





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MFO	KRAs	OBJECTIVES	TIMELINE	WEIGHT	QUALITY	EFFICIENCY	TIMELINESS	ACTUAL RESULTS	RATING				SCORE
									Q	E	T	AVE	
Basic Education Services	Budget Preparation	1. To coordinate with other functional divisions in the RO, SDOs, and oversight agencies as to prioritization of programs and projects of DepEd in connection with the preparation of Budget Proposal (BP) of the following year.	Within the rating period	5%	90-94% coordination with other functional divisions in the RO, SDOs, and oversight agencies as to prioritization of programs and projects of DepEd in connection with the preparation of Budget Proposal (BP) of the following year.	two financial management policies and procedures were not properly complied through regular M&E.	delayed by 2 weeks	100% coordination with other functional divisions in the RO, SDOs, and oversight agencies as to prioritization of programs and projects of DepEd in connection with the preparation of Budget Proposal (BP) of the following year on time submission of budget proposal to DepEd CO.					0.233
					85-89% coordination with other functional divisions in the RO, SDOs, and oversight agencies as to prioritization of programs and projects of DepEd in connection with the preparation of Budget Proposal (BP) of the following year.	three financial management policies and procedures were not properly complied through regular M&E.	delayed by 1 month						
					Only 84% and below coordination with other functional divisions in the RO, SDOs, and oversight agencies as to prioritization of programs and projects of DepEd in connection with the preparation of Budget Proposal (BP) of the following year.	more than three financial management policies and procedures were not properly complied through regular M&E.	delayed by more than 1 month						



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									Q	E	T	AVE	
Basic Education Services	Budget Preparation	2. To lead in the preparation of Budget Proposal in coordination with concerned offices/agencies (RDC-NEDA and DBM).	Within the rating period	5%	100% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	100% collaboration from RO to RDC-NEDA/DBM.	collaboration before submission	100% to lead the coordination in preparation of budget proposal in terms of funding with concerned offices/agencies (RDC-NEDA and DBM) per deadline set by NEDA-RDC.	5	4	5	4.667	0.233
					95-99% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	95-99% collaboration from RO to RDC-NEDA/DBM.	delayed by 1 day						
					90-94% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	90-94% collaboration from RO to RDC-NEDA/DBM.	delayed by 2 days						
					85-89% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	85-89% collaboration from RO to RDC-NEDA/DBM.	delayed by 1 week						
					Only 84% or less RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	Only 84% or less collaboration from RO to RDC-NEDA/DBM.	delayed by more than 1 week						
					100% Operating units (SDOs/IU's) submitted the completed, consolidated, accurate and timely FY 2023 budget proposal through OSBP.	all budget proposals were properly reviewed and encoded through OSBPv.2	submitted on time through OSBPv.2		5	5	5	5.000	



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									Q	E	T	AVE	
Basic Education Services	Budget Preparation	3. To ensure the accuracy, completeness, and on-time submission of the budget proposal through OSBP.	Within the rating period	10%	90-99% Operating units (SDOs/IU's) submitted the completed, consolidated, accurate and timely FY 2023 budget proposal through OSBP.	one budget proposal was not properly reviewed and encoded through OSBPv.2	delayed by 1 day	100% accuracy, completeness, and on-time submission of the budget proposal through OSBP was ensured and complied on time.					0.500
					80-89% Operating units (SDOs/IU's) submitted the completed, consolidated, accurate and timely FY 2023 budget proposal through OSBP.	two budget proposals were properly reviewed and encoded through OSBPv.2	delayed by 2 days						
					70-79% Operating units (SDOs/IU's) submitted the completed, consolidated, accurate and timely FY 2023 budget proposal through OSBP.	three budget proposals were properly reviewed and encoded through OSBPv.2	delayed by 1 week						
					below 70% Operating units (SDOs/IU's) submitted the completed, consolidated, accurate and timely FY 2023 budget proposal through OSBP.	budget proposals were not properly reviewed and encoded through OSBPv.2	delayed by more than 1 week						
					100% BEDs were completed and accurately done.	All BEDs submitted by SDOs were reviewed and monitored by the ROP.	submitted on time as schedule		5	4	5	4.667	





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									Q	E	T	AVE	
Basic Education Services	Mobilization and Utilization of Financial Resources	1. To prepare Budget Execution Documents (BEDs) of Regional Office and to review and monitor BEDs submitted by Schools Division Offices	As schedule	10%	95-99% BED was not completed and accurately done.	one BED submitted by SDOs was not reviewed and monitored by the ROP.	delayed by 1 day	100% of Budget Execution Documents (BEDs) of Regional Office were reviewed and BEDs submitted by SDOs were monitored.					0.467
					90-94% BEDs were not completed and accurately done.	two BEDs submitted by SDOs were not reviewed and monitored by the ROP.	delayed by 2 days						
					84-89% BEDs were not completed and accurately done.	three BEDs submitted by SDOs were not reviewed and monitored by the ROP.	delayed by 3 days						
					Only 84% or less BEDs were not completed and accurately done.	more than three BEDs submitted by SDOs were not reviewed and monitored by the ROP.	delayed by more than 1 week						
Basic Education Services	Mobilization and Utilization of Financial Resources	2. To ensure timely downloading of allotments from Regional Lump- sum funds to SDOs and Implementing Units.	As schedule	15%	100% timely downloading of allotments from Regional Lump- sum funds to SDOs and Implementing Units.	Allotments per PAP were released to all recipient OU's/walk-in clients.	process and release on time	100% allotments from Regional Lump- sum funds to SDOs and Implementing Units were timely downloaded per policies and guidelines set by the DepEd Central Office.					0.600
					90-99% timely downloading of allotments from Regional Lump- sum funds to SDOs and Implementing Units.	Allotment was not released to one (1) recipient IU/walk-in client.	delayed by 1 day		4	4	4	4.000	
					80-89% timely downloading of allotments from Regional Lump- sum funds to SDOs and Implementing Units.	Allotments were not released to two (2) recipient IUs/walk-in clients.	delayed by 2 days						



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									Q	E	T	AVE	
					70-79% timely downloading of allotments from Regional Lump- sum funds to SDOs and Implementing Units.	Allotments were not released to three (3) recipient IUs/walk-in clients.	delayed by 1 week						
					below 70% timely downloading of allotments from Regional Lump- sum funds to SDOs and Implementing Units.	Allotments were not released to more than three (3) recipient IUs/walk-in clients.	delayed by more than 1 week						
Basic Education Services	Mobilization and Utilization of Financial Resources	3. To facilitate claims, payments and reimbursement of expenditures and transfer of funds within the prescribed timelines.	As schedule	10%	100% of claims were properly facilitated and paid.	All claims were released to recipient OU's/walk-in clients.	process and release on time	100% claims, payments and reimbursement of expenditures and transfer of funds were facilitated within the prescribed timelines.					0.433
					90-99% claims were properly facilitated and paid.	one claim was not released to recipient OU's/walk-in clients.	delayed by 1 day		5	4	4	4.333	
					80-89% claims were properly facilitated and paid.	two claims were not released to recipient OU's/walk-in clients.	delayed by 2 days						
					70-79% claims were properly facilitated and paid.	three claims were not released to recipient OU's/walk-in clients.	delayed by 1 week						
					below 70% claims were properly facilitated and paid.	more than three claims were not released to recipient OU's/walk-in clients.	delayed by more than 1 week						
					100% required budget and financial accountability reports were accurately done.	all required budget and financial accountability reports were submitted on time.	submitted on time		5	4	4	4.333	





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									Q	E	T	AVE	
Basic Education Services	Financial Accountability Reporting	1. To prepare, consolidate and submit the budget and financial accountability reports hard and soft copies (through online communication facilities).	Within every quarter of the rating period	10%	90-99% required budget and financial accountability reports were accurately done.	one (1) required budget and financial accountability reports was not submitted on time.	delayed by 1 week	100% budget and financial accountability reports hard and soft copies were prepared, consolidated and submitted to oversight agencies within the prescribed timeline through online communication facilities.					0.433
					80-89% required budget and financial accountability reports were accurately done.	two (2) required budget and financial accountability reports were not submitted on time.	delayed by 2 weeks						
					70-79% required budget and financial accountability reports were accurately done.	three (3) required budget and financial accountability reports were not submitted on time.	delayed by 1 month						
					below 70% required budget and financial accountability reports were accurately done.	more than three (3) required budget and financial accountability reports were not submitted on time.	delayed by more than 1 month						
					100% books of accounts and registries of allotment and disbursements were properly updated and maintained.	all books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were monitored and maintained.	updated and maintained on time		5	4	4	4.333	
					95-99% books of accounts and registries of allotment and disbursements were properly updated and maintained.	one book of account and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	delayed by 1 week						



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									Q	E	T	AVE	
Basic Education Services	Financial Accountability Reporting	2. To maintain books of accounts and Registries of Allotments, Obligations, and Disbursements (RAOD)	Within every quarter of the rating period	5%	90-94% books of accounts and registries of allotment and disbursements were properly updated and maintained.	two books books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	delayed by 2 weeks	100% books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were monitored and maintained.					0.217
					80-89% books of accounts and registries of allotment and disbursements were properly updated and maintained.	three books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	delayed by 1 month						
					below 80% books of accounts and registries of allotment and disbursements were properly updated and maintained.	more than three books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	delayed by more than 1 month						
					100% SDOs performance were monitored and evaluated based on BUR and DR.	all SDOs financial performance were monitored and evaluated.	updated and maintained on time		5	4	5	4.667	



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									Q	E	T	AVE		
Basic Education Services	Financial Accountability Reporting	3. To monitor and evaluate the financial performance of RO and SDOs	Within every quarter of the rating period	10%	90-99% SDOs performance were monitored and evaluated based on BUR and DR.	One SDO financial performance was not monitored and evaluated.	delayed by 1 week	100% financial performance of RO and SDOs were monitored and evaluated based on budget utilization and disbursements.					0.467	
					80-89% SDOs performance were monitored and evaluated based on BUR and DR.	Two (2) SDOs financial performance were not monitored and evaluated.	delayed by 2 weeks							
					70-79% SDOs performance were monitored and evaluated based on BUR and DR.	Three (3) SDOs financial performance were not monitored and evaluated.	delayed by 1 month							
					below 70% SDOs performance were monitored and evaluated	more than three (3) SDOs financial performance were not monitored and evaluated.	delayed by more than 1 month							
Basic Education Services	Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiency.	Within the rating period	4%	100% systems and processes were properly established and maintained.	all Finance systems and processes were established and maintained geared towards administrative effectiveness and efficiency.	monitoring on time	100% systems and processes geared towards administrative effectiveness and efficiency were established and maintained.	5	4	4	4.333	0.173	
					90-99% systems and processes were properly established and maintained.	One Finance system and process was not established and maintained.	delayed by 1 week							
					80-89% systems and processes were properly established and maintained.	Two (2) Finance systems and processes were not established and maintained.	delayed by 2 weeks							
					70-79% systems and processes were properly established and maintained.	Three (3) Finance systems and processes were not established and maintained.	delayed by 1 month							





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									Q	E	T	AVE	
					Below 70% systems and processes were properly established and maintained.	more than three (3) Finance systems and processes were not established and maintained.	delayed by more than 1 month						
Basic Education Services	Office Administration and Performance Management	2. To promote a culture of excellence, innovation and collaboration.	Within the rating period	3%	100% Finance personnel performance initiatives were recognized	all Finance personnel were covered in the conduct of recognition initiatives	monitoring on time	100% Finance personnel performance initiatives were recognized.	5	4	5	4.667	0.140
					90-99% Finance personnel performance initiatives were recognized	One Finance personnel was not covered in the conduct of recognition initiatives	delayed by 1 week						
					80-89% Finance personnel performance initiatives were recognized	Two (2) Finance personnel were not covered in the conduct of recognition initiatives	delayed by 2 weeks						
					70-79% Finance personnel performance initiatives were recognized	Three (3) personnel were not covered in the conduct of recognition initiatives	delayed by 1 month						
					below 70% SDOs performance initiatives were recognized	more than three (3) personnel were not covered in the conduct of recognition initiatives	delayed by more than 1 month						



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									Q	E	T	AVE	
					100% Finance personnel performance were monitored	all Finance personnel were covered in periodic monitoring and evaluation with the inclusion of their performance for the provision of relevant learning and development programs.	monitoring on time		5	5	5	5.00	
					90-99% Finance personnel performance were monitored	One Finance personnel was not covered in periodic monitoring and evaluation with the inclusion of their performance for the provision of relevant learning and development programs.	delayed by 1 week						



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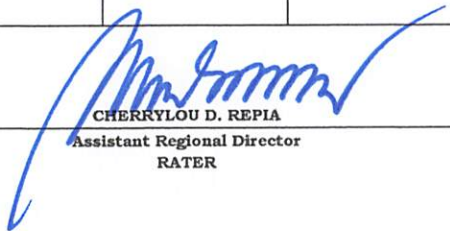
NAME OF EMPLOYEE: **MARITES L. GLORIA**  
 POSITION: **CHIEF ADMINISTRATIVE OFFICER**  
 OFFICE/DIVISION: **FINANCE DIVISION**  
 RATING PERIOD: **JANUARY-DECEMBER 2022**

NAME OF RATER: **CHERRYLOU D. REPIA**  
 POSITION: **ASSISTANT REGIONAL DIRECTOR**  
 DATE OF REVIEW:

TO BE FILLED DURING PLANNING					PERFORMANCE INDICATORS				TO BE FILLED DURING EVALUATION				
MFO	KRAs	OBJECTIVES	TIMELINE	WEIGHT	QUALITY	EFFICIENCY	TIMELINESS	ACTUAL RESULTS	RATING				SCORE
									Q	E	T	AVE	
Basic Education Services	Office Administration and Performance Management	3. To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.	Within the rating period	3%	80-89% Finance personnel performance were monitored	Two (2) Finance personnel were not covered in periodic monitoring and evaluation with the inclusion of their performance for the provision of relevant learning and development programs.	delayed by 2 weeks	Regular periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs were conducted per schedule set by the CAO.					0.150
					70-79% Finance personnel performance were monitored	Three (3) personnel were not covered in periodic monitoring and evaluation with the inclusion of their performance for the provision of relevant learning and development programs.	delayed by 1 month						
					below 70% SDOs performance were monitored.	more than three (3) personnel were not covered in periodic monitoring and evaluation with the inclusion of their performance for the provision of relevant learning and development programs.	delayed by more than 1 month						
				100%					OVERALL RATING FOR ACCOMPLISHMENT				4.497
									VERY SATISFACTORY				

**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

  
**MARITES L. GLORIA**  
 Chief Administrative Officer  
 RATEE

  
**CHERRYLOU D. REPIA**  
 Assistant Regional Director  
 RATER

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director  
 APPROVING AUTHORITY