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

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

| | |
|---|---|
| NAME OF EMPLOYEE: | **ANN GERALYN T. PELIAS** |
| POSITION: | Chief Administrative Officer |
| OFFICE/DIVISION: | Administrative Services Division |
| RATING PERIOD: | January to December 2023 |

| | |
|---|---|
| NAME OF RATER: | **CHERRYLOU D. REPIA** |
| POSITION: | Assistant Regional Director |
| DATE OF REVIEW: | January 09, 2023 |

TO BE FILLED DURING PLANNING | TO BE FILLED DURING EVALUATION

| MFO | KRAs | OBJECTIVES | TIMELINE | WEIGHT | PERFORMANCE INDICATORS | | | | ACTUAL RESULTS | RATING | | | | SCORE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | TARGET | QUALITY | EFFICIENCY | TIMELINESS | | Q | E | T | AVE | |
| Human Resource Management | | To regularly monitor the updating and accessiblity of Service Records, leave cards, and 201 files of Regional Office employees, and the Personal Services Itemization and Plantilla of Personnel (PSIPOP) | every last working day of the month | 5% | 90%-95% updated SR, leave cards, 201 files and PSIPOP | 5- 100% updated SR, leave cards, 201 files and PSIPOP | | 5- 3 days before the end of the last working day of the month | | | | | | 0.000 |
| | | | | | | 4- 96%-99% updated SR, leave cards, 201 files and PSIPOP | | 4- 2 days before the end of the last working day of the month | | | | | | |
| | | | | | | 3- 90%-95% updated SR, leave cards, 201 files and PSIPOP | | 3- Last working day of the month | | | | | | |
| | | | | | | 2- 85%-89% updated SR, leave cards, 201 files and PSIPOP | | 2- 1 day after the last working day of the month | | | | | | |
| | | | | | | 1- Less than 85% updated SR, leave cards, 201 files and PSIPOP | | 1- 2 days and more after the last working day of the month | | | | | | |
| | | To facilitate recruitment and selection, and monitor the strict and timely performance of various personnel actions within the prescribed timeline | Within 15 minutes | 5% | 90%-95% of personnel action acted upon | 5- 98-100% of personnel action acted upon | | 5- Signed / Initialled within 5 minutes upon receipt | | | | | | 0.000 |
| | | | | | | 4- 96%-97% of personnel action acted upon | | 4- Within 10 minutes | | | | | | |
| | | | | | | 3- 90%-95% of personnel action acted upon | | 3- Within 15 minutes | | | | | | |
| | | | | | | 2- 85%-89% of personnel action acted upon | | 2- Within 30 minutes | | | | | | |
| | | | | | | 1- less than 85% of personnel action acted upon | | 1- Within more than 1 hour | | | | | | |

| | | TO BE FILLED DURING PLANNING | | | | TO BE FILLED DURING EVALUATION | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MFO | KRAs | OBJECTIVES | TIMELINE | WEIGHT | TARGET | PERFORMANCE INDICATORS | | | ACTUAL RESULTS | RATING | | | | SCORE |
| | | | | | | QUALITY | EFFICIENCY | TIMELINESS | | Q | E | T | AVE | |
| | Cash Management | To ensure efficient and timely actions on cash management transactions | Within the timeline | 15% | 90%-95% cash transactions acted upon | 5- 98-100% of cash transactions acted upon | | 5- 2 days ahead before the timeline | | | | | | 0.000 |
| | | | | | | 4- 96%-97% of cash transactions acted upon | | 4- 1 day ahead before the timeline | | | | | | |
| | | | | | | 3- 90%-95% of cash transactions acted upon | | 3- Within the timeline | | | | | | |
| | | | | | | 2- 85%-89% of cash transactions acted upon | | 2- 1 day delayed | | | | | | |
| | | | | | | 1- less than 85% of cash transactions acted upon | | 1- 2 days delayed | | | | | | |
| | | To ensure submission of financial reports based on updated Government Forms | Every 5th of the month | | Finalized report after 2nd draft | 5- 100% compliance | | 5- 3-4 days before the 5th of the month | | | | | | 0.00 |
| | | | | | | 4- 1 report not submitted | | 4- 1-2 days before the 5th of the month | | | | | | |
| | | | | | | 3- 2 reports still being reviewed | | 3- submitted every 5th day of the month | | | | | | |
| | | | | | | 2- 3 or more reports not submitted | | 2- 1-2 days after the 5th day of the month | | | | | | |
| | | | | | | 1- No submission | | 1- 3 or more days after the 5th day of the month | | | | | | |

| MFO | KRAs | OBJECTIVES | TIMELINE | WEIGHT | TARGET | QUALITY | EFFICIENCY | TIMELINESS | ACTUAL RESULTS | Q | E | T | AVE | SCORE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **PERFORMANCE INDICATORS** | | | | **RATING** | | | | |
| | | | | | | | | | **TO BE FILLED DURING EVALUATION** | | | | | |
| | Asset Management | To regularly monitor the inventory of Property, Plant and Equipment (PPE) and other assets inventories annually and semi-annually respectively | 15th of January and July | 5% | 90%-94% finished report | 5- Database of PPE 100% updated and complete | 5- 100% Approved and validated RPCPPE and RPI submitted | 5- submitted 1 week before deadline | | | | | | 0.000 |
| | | | | | | 4- 98%-99% updated | 4- 95%-99% of the report were finished | 4- 2 days before deadline | | | | | | |
| | | | | | | 3- 95%-97% | 3- 90%-94% of the report were finished | 3- On date of deadline | | | | | | |
| | | | | | | 2- 90%-94% updated | 2- more than 50% in progress | 2- 1 day after deadline | | | | | | |
| | | | | | | 1- Less than 90% updated | 1- less that 50% finished | 1- 2 days or more after deadline | | | | | | |
| | | To review Agency Procurement Request (APR) against submitted APP and recommends approval or adjustments as needed | 2 weeks more than alloted time | 5% | 86%-89% of supplies procured | 5- No defects | 5- 96%-100% of supplies procured | 5- Supplies procured within the timeframe | | | | | | 0.00 |
| | | | | | | 4- 90%-95% no defects | 4- 90%-95% of supplies procured | 4- 1 week more than alloted time | | | | | | |
| | | | | | | 3- 86%-89% no defects | 3- 86%-89% of supplies procured | 3- 2 weeks more than alloted time | | | | | | |
| | | | | | | 2- 80%-85% no defects | 2- 80%-85% of supplies procured | 2- 3 weeks more than alloted time | | | | | | |
| | | | | | | 1- Less than 80% no defects | 1- Less than 80% of supplies procured | 1- more than 3 weeks | | | | | | |

TO BE FILLED DURING PLANNING

| MFO | KRAs | TO BE FILLED DURING PLANNING | | | | TO BE FILLED DURING EVALUATION | | | | | RATING | | | | SCORE |
| | | OBJECTIVES | TIMELINE | WEIGHT | PERFORMANCE INDICATORS | | | | ACTUAL RESULTS | | | | | |
| | | | | | TARGET | QUALITY | EFFICIENCY | TIMELINESS | | Q | E | T | AVE | |
| | Asset Management | To review "Disposable Material Inventory and Inspection Report" and "Report of Waste Materials" by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials | 2 weeks after deadline | 5% | 70%-79% monitored proper disposal and accounting of such materials | 5- 90%-100% updated records and reports | 5- 90%-100% monitored proper disposal and accounting of such materials | 5- Submitted report within the time frame | | | | | | 0.000 |
| | | | | | | 4- 80%-89% | 4- 80%-89% | 4- 1 week after deadline | | | | | | |
| | | | | | | 3- 70%-79% | 3- 70%-79% | 3- 2 weeks after deadline | | | | | | |
| | | | | | | 2- 50%-69% | 2- 50%-69% | 2- within 3 weeks from deadline | | | | | | |
| | | | | | | 1- Less than 50% | 1- Less than 50% | 1- after 1 month | | | | | | |
| | | To conduct monitoring of equipment, materials and other issuances against Invoice Receipt of Property (IRP) | 3 days upon delivery of goods | 5% | 90%-95% complied in checking of invoice upon delivery of goods | 5- 100% complied in checking of invoice upon delivery of goods | | 5- 1 day upon delivery of goods | | | | | | 0.000 |
| | | | | | | 4- 96%-99% complied in checking of invoice upon delivery of goods | | 4- 2 days upon delivery goods | | | | | | |
| | | | | | | 3- 90%-95% complied in checking of invoice upon delivery of goods | | 3- 3 days upon delivery of goods | | | | | | |
| | | | | | | 2- 80%-89% complied in checking of invoice upon delivery of goods | | 2- 4 days upon delivery of goods | | | | | | |
| | | | | | | 1- less than 80% complied in checking of invoice upon delivery of goods | | 1- 5 days upon delivery goods | | | | | | |

| MFO | KRAs | OBJECTIVES | TIMELINE | WEIGHT | TARGET | QUALITY | EFFICIENCY | TIMELINESS | ACTUAL RESULTS | Q | E | T | AVE | SCORE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **TO BE FILLED DURING PLANNING** | | | | **TO BE FILLED DURING EVALUATION** | | | | | | | | |
| | | | | | | **PERFORMANCE INDICATORS** | | | | **RATING** | | | | |
| | Records Management | To perform efficiently and effectively the records management cycles such as classification, filling, maintenance, and disposal of documents within the year | Within 1 day | 5% | 70%-79% monitored implement ation of proper records manageme nt | 5- 90%-100% of documents managed properly | 5- 90%-100% monitored implementation of proper records management | 5- Retrieval within 15 minutes | | | | | | 0.000 |
| | | | | | | 4- 80%-89% | 4- 80%-89% | 4- Within 1 hour | | | | | | |
| | | | | | | 3- 70%-79% | 3- 70%-79% | 3- Within 1 day | | | | | | |
| | | To establish, implement and maintain a systematic an scientific records management (e-database) | | | | 2- 50%-69% | 2- 50%-69% | 2- Within 2 days | | | | | | |
| | | | | | | 1- Less than 50% | 1- Less than 50% | 1- Cannot be traced | | | | | | |
| | | To promptly process the authentication and certification of Schools records in accordance with DepEd and DFA guidelines | Within the alloted time | 10% | 70%-79% of documents reviewed and validated within 1 hour | 5- 90%-100% of documents reviewed and validated | | 5- Initialed/ Signed within 15 minutes | | | | | | 0.00 |
| | | | | | | 4- 80%-89% of documents reviewed and validated | | 4- Within 30 minutes | | | | | | |
| | | | | | | 3- 70%-79% of documents reviewed and validated | | 3- Within 1 hour | | | | | | |
| | | | | | | 2- 50%-69% of documents reviewed and validated | | 2- Within 2 hours | | | | | | |
| | | | | | | 1- Less than 50% of documents reviewed and validated | | 1- More than 2 hours | | | | | | |

| MFO | KRAs | OBJECTIVES | TIMELINE | WEIGHT | PERFORMANCE INDICATORS | | | | ACTUAL RESULTS | RATING | | | | SCORE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | TARGET | QUALITY | EFFICIENCY | TIMELINESS | | Q | E | T | AVE | |
| | Transportation, Security, and Facilities' Utilization and Maintenance Managemnt | To maintain safety and security of personnel and property. | Every month | 5% | 70%-79% monitored implement ation of such plan | 5- No report of untoward incidents within the office premises | 5- 90%-100% monitored implementation of such plan | 5- Monitored weekly | | | | | | 0.000 |
| | | | | | | 4- 1 complaint received against guard within 1 month | 4- 80%-89% | 4- every 2 weeks | | | | | | |
| | | | | | | 3- 2 complaints | 3- 70%-79% | 3- monthly | | | | | | |
| | | | | | | 2- 3 complaints | 2- 50%-69% | 2- quarterly | | | | | | |
| | | | | | | 1- 4 or more complaints | 1- Less than 50% | 1- yearly | | | | | | |
| | | To ensure proper utilization and maintenance of Regional Office transport services | | 5% | | 5- No room/ area not cleaned/ maintained and sanitized | 5- 100% of office premises were cleaned and sanitized | 5- Monitored everday | | | | | | 0.00 |
| | | | | | | 4- 1 room /area | 4- 80%-89% | 4- Every other day | | | | | | |
| | | | | | | 3- 2 rooms /areas | 3- 70%-79% | 3- Every week | | | | | | |
| | | | | | | 2- 3 rooms / areas | 2- 50%-69% | 2- Every 2 weeks | | | | | | |
| | | | | | | 1- 4 or more rooms/areas not cleaned/ maintained | 1- Less than 50% | 1- Every month | | | | | | |

TO BE FILLED DURING PLANNING

TO BE FILLED DURING EVALUATION

| MFO | KRAs | OBJECTIVES | TIMELINE | WEIGHT | TARGET | PERFORMANCE INDICATORS | | | ACTUAL RESULTS | RATING | | | | SCORE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | QUALITY | EFFICIENCY | TIMELINESS | | Q | E | T | AVE | |
| | Performance Management | To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs | Annually | 10% | | 5- All staff monitored and evaluated IPCRF accomplishments | | 5- Monitored quarterly | | | | | | 0.00 |
| | | | | | | 4- 80%-89% monitored and evaluated IPCRF accomplishments of the staffs | | 4- Monitored semi-annually | | | | | | |
| | | | | | | 3- 70%-79% monitored and evaluated IPCRF accomplishments of the staffs | | 3- Monitored annually | | | | | | |
| | | | | | | 2- 50%-69% monitored and evaluated IPCRF accomplishments of the staffs | | 2- Not all have been monitored | | | | | | |
| | | | | | | 1- Less than 50% monitored and evaluated IPCRF accomplishments of the staffs | | 1 - No monitoring done | | | | | | |
| | Office Management | To recommend other issuances and guidelines relevant to the RO and implement when approved | within 7 working days | 10% | recommended 6-9 issuances within 7 working days per issuance | 5- 100% ensured implementation of the approved issuances | 5- 13-15 issuances | 5- within 3 working days | | | | | | 0.00 |
| | | | | | | 4- 96%-99% | 4- 10-12 issuances | 4- within 5 working days | | | | | | |
| | | | | | | 3- 90%-95% | 3- 6-9 issuances | 3- within 7 working days | | | | | | |
| | | | | | | 2- 80%-89% | 2- 3-5 issuances | 2- within 10 working days | | | | | | |
| | | | | | | 1- less than 80% | 1- 1-2 issuances | 1- within 15 working days | | | | | | |

| | | TO BE FILLED DURING PLANNING | | | TO BE FILLED DURING EVALUATION | | | | | | | | | |
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| | | | | | | | PERFORMANCE INDICATORS | | | | RATING | | | SCORE |
| MFO | KRAs | OBJECTIVES | TIMELINE | WEIGHT | TARGET | QUALITY | EFFICIENCY | TIMELINESS | ACTUAL RESULTS | Q | E | T | AVE | |
| Office Management | | To ensure that administrative, budget, finance, and other relevant processes and requirements are met | 1 week after deadline | 5% | 70%-79% of major repairs reported and included in WFP/APP | 5- All major repairs reported and included in WFP/APP | | 5- Developed and Implemented before deadline | | | | | | 0.000 |
| | | | | | | 4- 80%-89% of major repairs reported and included in WFP/APP | | 4- Within the timeframe | | | | | | |
| | | | | | | 3- 70%-79% of major repairs reported and included in WFP/APP | | 3- 1 week after deadline | | | | | | |
| | | | | | | 2- 50%-69% of major repairs reported and included in WFP/APP | | 2- 2 weeks after deadline | | | | | | |
| | | | | | | 1- No plans submitted | | 1-2weeks or more | | | | | | |
| | | To promote a culture of excellence, innovation, and collaboration within the division/unit | Within the timeframe | 5% | 80%-89% transactions improved turn around time | 5- 90%-100% of transactions improved turn around time | 5- All targets met within the timeframe | | | | | | | 0.000 |
| | | | | | | 4- 80%-89% | 4- 90%-99% | | | | | | | |
| | | | | | | 3- 70%-79% | 3- 80%-89% | | | | | | | |
| | | | | | | 2- 50%-69% | 2- 70%-79% | | | | | | | |
| | | | | | | 1- Less than 50% | 1- 50%-69% | | | | | | | |
| | | | | 100% | | | | | OVERALL RATING FOR ACCOMPLISHMENT | | | | | 0.00 |

**Adjectival Rating Scale**

Outstandir 4.500- 5.000
Very Satisf 3.500-4.499
Satisfactor 2.500-3.499
Unsatisfac 1.500-2.499
Poor 1.000-1.499


ANN GERALYN T. PELIAS
RATEE

CHERRYLOU D. REPIA
RATER

ATTY. ALBERTO T. ESCOBARTE, CESO II
APPROVING AUTHORITY

**COMPETENCIES**

**CORE BEHAVIORAL COMPETENCIES**

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**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.

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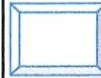
**Teamwork**

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.

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**Professionalism and Ethics**

1. Demonstrate the values and behavior enshrined in the Norms and Conduct and Ethical Standards for Public Officials and Employees (RA 6713).

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.

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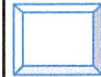
**Service Orientation**

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.

## 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 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.

## 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**

1. 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
2. Persuades, convinces or influences others, in order to have a specific impact or effect.
3. "Sets a good example", is a credible and respected leader, and demonstrates desired behavior.
4. Forwards personnel, professional and workout needs and interests in an issue.
5. 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**

1. 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; improves quality, customer satisfaction, morale, revenues).
2. Sets performance standards and measures progress of employees based on office and department targets.
3. Provides feedback and technical assistance such as coaching for performance improvement and action planning.
4. States performance expectations clearly and checks understanding and commitmment.
5. Performs all the stages of result-based performance management system supported by evidence and required documents/ forms.

**People Development**

1. Improves the skills and effectiveness of individuals through employing a range of development strategies.

2. Facilitates workforce effectiveness through coaching and motivating / developing people within a work environment that promotes mutual trust and respect.
3. Conceptualizes and implements learning interventions to meet identified training needs.
4. 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.
5. 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**

**CORE BEHAVIORAL COMPETENCIES**

**CORE SKILLS**

**OVERALL RATING**

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

## PART III:SUMMARY OF RATINGS FOR DISCUSSION

| Final Performance Results | | Rating | Adjectival 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: | Name of Superior: |
|---|---|
| | |
| Signature: | Signature: |
| Date: | Date: |

## PART IV: DEVELOPMENT PLANS

| Strengths | Development Needs | Action Plan (Recommended Developmental Intervention) | Timeline | Resources Needed |
|---|---|---|---|---|
| Professionalism and Ethics | Innovation and Creative Thinking | Mentoring , Coaching, and Training | April to November 2022 | MOOE |
| Leading People | Conflict Management | Training/Workshop | April to December 2022 | MOOE |

Feedback:

| ANN GERALYN T. PELIAS | CHERRYLOU D. REPIA | ATTY. ALBERTO T. ECOBARTE, CESO II |
|---|---|---|
| RATEE | RATER | APPROVING AUTHORITY |

## PERFORMANCE MONITORING AND COACHING FORM

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