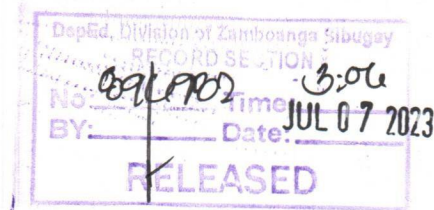




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



07 July 2023

OFFICE MEMORANDUM

No. 020, s. 2023

**CONDUCT OF PERFORMANCE MID-YEAR REVIEW OF
DIVISION OFFICE PERSONNEL**

TO: All SDO Personnel
All Others Concerned
This Division

1. Consistent with the commitment and due diligence of the Schools Division Office in ensuring the implementation of DepEd Order No. 2, s. 2015 (*Guidelines in the Establishment and Implementation of Results-based Performance Management System (RPMS) in the Department of Education*), there shall be a conduct of performance mid-year review as reflected in our Performance Management Calendar of Activities from July 4 to 14, 2023 at the Division Office Conference Hall.

Considering the number of personnel per section/unit, the said activity shall be done by section/unit or sections/units according to the schedule provided by each division and/or section/unit.

2. In addition, DO No. 2, series 2015 provides for flexibility on adjusting our performance targets due to unforeseen events. Specifically, Section 35 states that:

"In exceptional cases, and only if the situation warrants, a one-time recalibration of office and individual objectives shall be allowed during the mid-year review. Exceptional cases shall include instances when high-level decisions are taken into effect such as changes in strategic direction, and circumstances beyond the control of the ratee such as natural and/or man-made calamities including typhoons, earthquakes, and other fortuitous events."

3. In view of this, all personnel (rater and ratee) are mandated to have their performance management mid-year review with development planning. If necessary, calibrate your respective Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF), provided that the adjustments to be made shall fall under the following justifiable/valid reasons and factors that are considered beyond the control of the office and individual personnel:

- a) Changes/adjustments on the strategic directions and/or reprioritization of programs, activities, projects anchored on and in support to DepEd MATATAG Agenda; and



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- b) Changes/adjustments in necessary administrative, procurement, financial, and other processes and procedures that are outside the control of the office.
4. Attached in this memorandum are the forms with sample entries to be used during the review and calibration for your guidance.
5. The following are the to be uploaded in **PDF format** in this link https://bit.ly/2023OPCRFxIPCRF_MIDREVIEW on or before **July 31, 2023**:
- a) Duly signed calibrated OPCRf and IPCRF;
 - b) Office/Individual Performance Calibration Form
 - c) Performance Monitoring and Coaching Form (PMCF), for 1st semester
6. Templates of the Office/Individual Performance Calibration Form and Performance Monitoring and Coaching Form (PMCF) can be downloaded in this link https://bit.ly/TEMPLATES_MIDREVIEW.
7. For dissemination and immediate compliance.

VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 2, s. 2015

To be included in the perpetual index under the subject:
PERFORMANCE

ZS-OM-SGOD-HRD-2023-07-210-0
AMG-20230707



Enclosure B.

INDIVIDUAL PERFORMANCE CALIBRATION FORM

NO.	IPCRF CONTENT (Based on approved ERF)	Proposed Amendment	Justification	Rate Remarks
1				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
2				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
3				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
4				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

Prepared by:

Recommending Approval:

Ratee

Rater

Approved by:

AURELIO A. SANTISAS, CESE
OIC – Schools Division superintendent

Enclosure C. Performance Monitoring and Coaching Form (PMCF) Template

Annex A (Sample for Section)

PERFORMANCE MONITORING AND COACHING FORM (PMCF)

Ratee: <i>Juan Dela Cruz</i>		Rater: <i>John Doe</i>	
Position: <i>AO II</i>		Position: <i>Accountant III</i>	
Division/Section/School: <i>Accounting</i>			
Rating Period:	Year: <i>2023</i>	<input type="checkbox"/> Sem 1	<input type="checkbox"/> Sem 2

Date	Critical Incidence Description	Output	Impact on Job/Action Plan	Signature of Rater and Ratee
<i>02/10/2023</i>	<i>Provided support during conduct of COA audit</i>	<i>Assisted in the gathering of evidence required by COA</i>	<ul style="list-style-type: none"><i>• Demonstrated flexibility and adaptability in handling unexpected tasks</i><i>• Identified areas for improvement in audit preparation</i>	
Coaching Notes	<i>Provide positive feedback on the successful conduct of COA audit where all the evidence requirements were presented and provided</i>			
Coaching Plan				

Prepared by:

Signature over Printed Name



Annex A (Sample for Section)

PERFORMANCE MONITORING AND COACHING FORM (PMCF)

Ratee: <i>Juan Dela Cruz</i>		Rater: <i>John Doe</i>	
Position: <i>AO II</i>		Position: <i>AO IV</i>	
Division/Section/School: <i>Personnel</i>			
Rating Period:	Year: <i>2023</i>	<input type="checkbox"/> Sem 1	<input type="checkbox"/> Sem 2

Date	Critical Incidence Description	Output	Impact on Job/Action Plan	Signature of Rater and Ratee
<i>03/27/2023</i>	<i>Assisted the AO IV in resolving the issue on retirement benefits</i>	<i>Timely resolution of retirement benefits concerns</i>	<i>•Demonstrated problem-solving skills and ability to provide assistance</i>	
Coaching Notes	<i>Acknowledge the timely resolution of the employee retirement benefits and recognize the problem-solving skills of the staff</i>			
Coaching Plan	<i>Provide support in handling employee retirement concerns and develop strategies like create procedure to address the retirement benefits promptly</i>			

Prepared by:

Signature over Printed Name



Annex A (Sample for Section)

PERFORMANCE MONITORING AND COACHING FORM (PMCF)

Ratee: <i>Juan Dela Cruz</i>		Rater: <i>John Doe</i>	
Position: <i>AA II/AO II</i>		Position: <i>AO IV</i>	
Division/Section/School: <i>Records</i>			
Rating Period:	Year: <i>2023</i>	<input type="checkbox"/> Sem 1	<input type="checkbox"/> Sem 2

Date	Critical Incidence Description	Output	Impact on Job/Action Plan	Signature of Rater and Ratee
<i>05/08/2023</i>	<i>Error in employee leave balance computation</i>	<i>Incorrect leave balance computation</i>	<i>•Inaccurate employee leave balance/inaccurate record</i>	
Coaching Notes	<i>Address the error in the computation and discuss the impact of the mistake or of the action taken. Emphasize the importance of accurate computation</i>			
Coaching Plan	<i>Error on leave computation:</i> <ul style="list-style-type: none"> <i>• Review leave computation procedure and provide technical assistance</i> <i>• Reinforce the importance of records management and ensure double-checking of errors</i> 			

Prepared by:

Signature over Printed Name

