



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
Website: www.depedrocatanduanes.com Tel No.: (052)811-40-83



RELEASED

Schools Division Office of Catanduanes

RECORDS SECTION
APR 11 2019

Date: _____

Time: 3:00 PM


Initials/Signature: _____

**CORRIGENDUM/ ADDENDUM TO DIVISION MEMORANDUM NO. 111,
S. 2019 Re: Accomplishment and Submission of Office Performance
Commitment and Review Form (OPCRF) of School Heads**

TO:

**Public Schools District Supervisors
Elementary School Heads**

1. This Memorandum covers Elementary School Heads **only**.
2. In Item number 3 of that Memorandum shall be read as Public Schools District Supervisors will affix his/ her initial to the **Rater's name**.
3. Attached is Part II of the OPCRf which is the set of competencies. For more clarifications please refer to pages 9-11 of DepEd Order No. 2, s. 2015.
4. For information, guidance and wide dissemination.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

PART II: COMPETENCIES

CORE BEHAVIORAL COMPETENCIES

SELF-MANAGEMENT

- Sets personal goals and direction, need and development.
- Undertakes personal actions and behaviours that are clear and purposive and takes into account personal goals and values congruent to that of the organization.
- Displays emotional maturity and enthusiasm for and is challenged by higher goals.
- Prioritize work task and schedules (through Gantt charts, checklist, etc.) to achieve goals.
- Sets high quality, challenging, realistic goals for self and others.

PROFESSIONALISM AND ETHICS

- Demonstrates the values and behaviour enshrined in the Norms of Conduct and Ethical Standards for Public Officials and employees (RA 6713).
- Practices ethical and professional behaviour and conduct taking into account the impact of his/her actions and decisions.
- Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
- Makes personal sacrifices to meet the organization's needs.
- Acts with a sense of urgency and responsibility to meet the organization's needs, improve system and help others improve their effectiveness.

RESULT FOCUS

- Achieves results with optimal use of time and resources most of the time.
- Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
- 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.
- 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.
- 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.

TEAMWORK

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

SERVICE ORIENTATION

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

INNOVATION

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

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 other to have a specific impact or effect.
- "Sets a good example", is a credible and respected leader, and demonstrates desires behaviour.
- Forwards personal, professional and work unit needs and interest in an issue.
- Assumes 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; improves quality, customer satisfaction, morale, revenues).
- Sets performance standards and measures progress based on the 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.

OVERALL COMPETENCY RATINGS

CORE BEHAVIORAL COMPETENCIES
LEADERSHIP COMPETENCIES
OVER ALL RATING

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