

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

January 10, 2025

**OFFICE MEMORANDUM**  
No. 006, s. 2025

**VALIDATION OF 2024 DIVISION OPCRf BY THE REGIONAL  
PERFORMANCE VALIDATION TEAM**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
OSDS Unit Heads  
SDO Personnel  
All Others Concerned

1. Pursuant to Regional Memorandum No. 00031, s. 2025, dated January 9, 2025, re: Mechanics for the Conduct of the Validation of the CY 2024 Schools Division Offices' Office Performance and Commitment Review Form (OPCRF) with Self-Rating, this Office sets preparations for the Validation of the SDO's CY 2024 Office Performance Rating by the Regional Performance Validation Team (RPVT) on January 27 - 28, 2025.

2. The following activities are going to be implemented:


Date	Activity	Persons Involved
January 10, 2025	Preparation of the MOVs and Pre-Evaluation	Internal Validators and Focal Persons per KRA and Objectives
January 13-17, 2025	Finalization of the MOVs Meeting with the OIC-SDS	Focal Persons per KRA and Objectives
January 20 - 24, 2025	Completion and Packaging of the MOVs	Focal Persons per KRA and Objectives
January 27 - 28, 2025	Validation of the SDO's CY 2024 Office Performance Rating by the Regional Performance Validation Team (RPVT)	Working Committee Members

3. The following enclosures are attached for reference and guidance:  
a. Enclosure 1: Internal Validators and Working Committee Members  
b. Enclosure 2: Focal Persons per KRA and Objectives  
c. Enclosure 3: Regional Memorandum No. 00031, s. 2025  
d. Enclosure 4: CY 2024 OPCRf

4. Assigned evaluators during the pre-validation period are tasked to submit reports on their findings and provide technical assistance to the concerned focal persons/ program owners.

5. All SDO Personnel shall be ready with their respective OPCRf/ IPCRF with corresponding Means of Verification for possible validation of the RPVT.

6. For information, guidance, and compliance.

  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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Enclosure 1 to Office Memorandum No. 00, s. 2025

**A. Internal Validators**

Unit Representatives shall validate the MOVs expected from them. The following is the pairing of units during the cross validation:

- a. SGOD and CID
- b. PRS and ICTU
- c. HRDS and HRMS
- d. SOCMED and Legal Unit
- e. SMME and Records Section
- f. Budget Section and AO V (Admin)
- g. Supply Section and BAC

**B. Working Committees**

- |                                          |                     |
|------------------------------------------|---------------------|
| a. Food and Accommodation of Validators: | Finance Unit and HR |
| b. Welcoming Committee:                  | CID                 |
| c. Program:                              | SGOD                |
| d. Design Cover, Presentations:          | ICTU                |
| e. Secretariat:                          | OSDS                |



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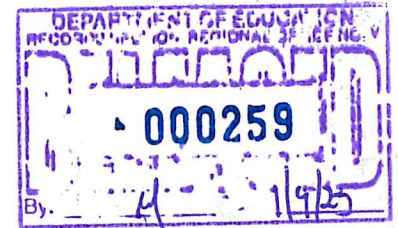
Enclosure 2 to Office Memorandum No. 006 s. 2025

**Focal Persons per KRA and Objectives**

KRA and Objectives	Functional Divisions/ Sections/ Units	Focal Persons
<b>KRA 1: Strategic Leadership and Management</b>		
Objective 1.1	SGOD - Planning and Research	Floren P. Clavo Rey C. Bonayon
Objective 1.2	All Sections and Units	
Objective 1.3	ICTU, Administrative Office, Records	Jennifer Metica Eva S. Tolentino Cherie V. Perez
<b>KRA 2: Curriculum Implementation</b>		
Objectives 2.1 to 2.3	CID	Romel G. Petajen All EPS - CID
<b>KRA 3: Support to School Governance and Operations</b>		
Objective 3.1	SMME	Ma. Rita SR Tablate Achilles Alberto I
Objective 3.2	SGOD	Mary Jean S. Romero All Section/ Unit Heads of SGOD
Objective 3.3	HRDS	Carol P. Gil Elizabeth Urbano
<b>KRA 4: SDO Management (Administrative)</b>		
Objectives 4.1 and 4.2	HRMO	Marichelle B. Llave
Objective 4.3	Records Section	Cherie V. Perez
Objective 4.4	Supply Section and BAC	Cristina T. Barrameda Delfin A. Bondad
Objective 4.5	BAC	Delfin A. Bondad
<b>KRA 5: SDO Management (Financial Management)</b>		
Objectives 5.1 and 5.2	Accounting Section	Angelo James O. Aguinalde
Objective 5.3	Budget Unit	Liza R. Bernardo
<b>SDO Management (Legal Services)</b>		
Objectives 5.4, 5.5 and 5.6	Legal Unit	Norlito Jr. P. Agunday
<b>SDO Management (ICT Systems Management)</b>		
Objectives 5.7 to 5.9	ICTU	Jennifer B. Metica
<b>KRA 6: Partnership and Linkages</b>		
Objective 6.1 to 6.4	Social Mobilization and Networking Section	Marife B. Brequillo Imaculate Latorre
<b>KRA 7: Office Administration and Performance Management</b>		
Objective 7.1	Administrative Officer V (Admin)	Eva S. Tolentino
Objective 7.2	SMME	Ma. Rita SR Tablate Achilles Alberto I
Objective 7.3	Administrative Officer V (Admin) and ICTU	Eva S. Tolentino Jennifer B. Metica
Objective 7.4	Division Information Officer and Records Section	Aroline T. Borja Cherie V. Perez
Objective 7.5	HRD	Carol P. Gil Elizabeth Urbano



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



09 Jan 2025

REGIONAL MEMORANDUM  
 No. 0031, s. 2025

**MECHANICS FOR THE CONDUCT OF THE VALIDATION OF THE CY 2024  
 SCHOOLS DIVISION OFFICES' OFFICE PERFORMANCE AND  
 COMMITMENT REVIEW FORM (OPCRF) WITH SELF-RATING**

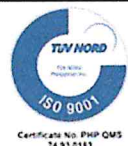
To : Assistant Regional Director  
 Schools Division Superintendents  
 RPMT/RPVT Members  
 All Others Concerned

1. This Office, through the Regional Performance Validation Team (RPVT), hereby informs all Schools Division Superintendents (SDS) on the Mechanics on the Conduct of the Validation of the CY 2024 SDOs' OPCRf with Self-Rating on January 27-29, 2024.
2. For the smooth conduct of the said validation, all the concerned Personnel from SDOs and RPVT are advised to follow the guidelines outlined below:

Particular	Instructions/Details
RPMT and RPVT Orientation Meeting	An Orientation Meeting for RPMT and RPVT members is scheduled for January 20, 2025, at the NEAP R5 Hall, Legazpi City. This session will focus on finalizing and providing a detailed orientation regarding the validation process for the CY 2024 SDO OPCRf.
List of Means of Verifications	The MOVs, which will serve as proof of performance and accomplishment of targets, must be pre-identified by the personnel in each SDO. These MOVs should be submitted to <a href="mailto:pprd.rov@deped.gov.ph">pprd.rov@deped.gov.ph</a> prior to the scheduled validation.  Additionally, the MOVs and presentations used during the 4 <sup>th</sup> quarter PIRPA shall be shared with PPRD and RPVT through QAD and will not need to be presented again. However, RPVT members may request additional MOVs if necessary, based on their assessment during the validation.
Schedule and Assigned Team	Please refer to Annexes 1A and 1B for the schedule of the CY 2024 SDO OPCRf validation and the list of RPVT members assigned to each SDO, respectively.
SDO's Preparation	Each SDO is advised to designate one area/room for the validation process. The MOVs should be organized per Key Result Area (KRA) and Objective for easy access and efficient validation.  In alignment with the Department's policy on austerity and cost-efficiency, SDOs are instructed to refrain from any lavish preparations, such as setting up tarpaulins or providing leis and tokens to validators. The accommodation costs for the RPVT members should be charged to the TEV.
Conduct of Validation Pre-Validation:	Upon arrival, the SDO must provide a copy of the CY 2024 OPCRf with self-rating to the RPVT leader. Please ensure that the self-rating is presented in whole numbers (5, 4, 3, 2, 1).



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 Telephone Nos.: 0969 516 9555  
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 Website: <https://region5.deped.gov.ph/>



Particular	Instructions/Details
	<p>The RPVT leader will ensure that the copy provided matches the submitted and approved CY 2024 OPCRf as per DM-OUHROD-2024-0586.</p>
<p>Conduct of Validation During Validation:</p>	<p>RPVT members will transfer the indicated self-rating into the prescribed templates. Please refer to Annex 2 for the templates.</p> <p>Each RPVT member will assess the objectives based on the submitted MOVs using the prescribed rating scale. After rating each objective per KRA, the RPVT members will compute the score per KRA.</p> <p>In case of disagreement or when additional relevant MOVs are presented, the team leader and the in-charge RPVT group will confer to determine whether the new MOVs will be adopted.</p> <p>All rating sheets must be submitted to the designated documenter.</p>
<p>Conduct of Validation Post Evaluation:</p>	<p>Following the validation, the RPVT will conduct an Exit Conference to present the results per KRA. This will include the identification of strengths, weaknesses (if any), developmental needs, and the proposed final rating for the rater's approval.</p> <p>Please note that the rating per validation will not be posted on social media. The validated rating is only considered final and official once the OPCRf has been signed by the Rater (Assistant Regional Director) and approved by the Approving Authority (Regional Director).</p>
<p>Parts II, III, and IV</p>	<p>The templates for Parts III and IV can be accessed via this link: <a href="https://bit.ly/OPCRF2024PartsIII-IV">https://bit.ly/OPCRF2024PartsIII-IV</a></p>

3. Expenses related to this activity, including the travel expenses of RPMT/RPVT members, rental of vans, food and venue for the orientation will be charged to the Regional Office Funds, subject to the existing budgeting, accounting, and auditing rules and regulations. Any expenses incurred by the SDOs for the conduct of this activity should be charged to their respective local funds, also in accordance with the relevant budgeting, accounting, and auditing rules and regulations.

4. Should you have clarifications, you may contact PPRD at [pprd.rov@deped.gov.ph](mailto:pprd.rov@deped.gov.ph) and the RPMT Secretariat through Personnel Section of the Administrative Division at [personnel.rov@deped.gov.ph](mailto:personnel.rov@deped.gov.ph).

5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**GILBERT A. SADSAD**  
 Regional Director

Refs.: DepEd Order No. 2, s. 2015 dated February 6, 2015

To be indicated in the Perpetual Index under the following subjects

COMMITMENT  
COMPENDIUM

OFFICE FUNCTIONS  
PERFORMANCE

VALIDATION

PPRD/msc  
01/09/2025

Annex 1B: Composition of the Regional Performance Validation Team

Assigned KRA	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Chair/Leader:	<b>GRACE U. RABELAS</b>	<b>SANCHA M. NACION</b>	<b>EVANGELINE A. SACULO</b>	<b>ROY T. BAÑAS</b>	<b>JOCELYN O. DY</b>	<b>ROSE ANN B. TUBIG</b>
Strategic Leadership and Management	Andrew P. Raguero	Shannon D. Abogado	Evangeline A. Saculo	Mercy S. Castillo	Jocelyn C. Villanueva	Hallen R. Monreal
Curriculum Implementation	Grace U. Rabelas	Joan L. Lagata	Nora J. Laguda	Teresa C. Buasan	Chozara P. Duroy	Loyd H. Botor
Support to school governance and operations	Manuel F. Babasa	Roy G. Rapsing	Priscilla J. Ombao Jose Jr. A. Chavez	Michelle P. Pequeña	Ronaldo B. Buella	Leo R. Madriaga
SDO Management: Administrative	Regie A. Abarrientos Salvador M. Lopera	Santiago Jacky II D. Villafuerte	Thelma N. Navera	Mary Ann T. Bañas	Rosary Ann A. Gimenez	Bernadette M. Robles
SDO Management: Financial Management	Janela L. Losito	Zer Jethro Rodmell A. Roscuata	Sonia A. Bandola	Ilya O. Vargas	Joy B. Margallo	Sheryl D. Cerillo
SDO Management: Legal Services	Bea Anne Paga Baroma	Julie Ann A. Azores	Domilyn G. Silerio	Roy T. Bañas	Luisa Fe L. Montas	Loyd H. Botor
SDO Management: ICT Systems Management	Ricardo M. Tejeresas	Casiano B. Perdigones Jr.	Joy C. Chavez	Karen B. Legson	Marvin Buhat	Salvador B. Deyto, Jr.
Partnership and Linkages	Maria Cristina G. Baroso	Deo R. Moreno	Israel F. Parra	Maria Rosalia Vivien Maninang	Marites O. Rabulan	Daisy D. Moratalla
Office Administration and Performance Management	Melanie D. Encarnacion Mark Kevin A. Arroco	Jeremy A. Atad Mayflor Marie L. Jumamil	Ma. Corazon A. Aler	Catalina P. Garcia	Paraluman M. Torregoza	Joe-Bren L. Consuelo
Innovating and Intervening Accomplishments	Christie L. Alvarez Melanie D. Encarnacion	Joan L. Lagata Jeremy A. Atad	Nora J. Laguda Ma. Corazon A. Aler	Teresa C. Buasan Catalina P. Garcia	Ma. Leilani R. Lorico Paraluman M. Torregoza	Maria Ayrin B. Adriano Joe-Bren L. Consuelo
Part IC	Janela L. Losito Manuel F. Babasa	Zer Jethro Rodmell A. Roscuata Roy G. Rapsing	Sonia A. Bandola Priscilla J. Ombao Jose Jr. A. Chavez	Ilya O. Vargas	Joy B. Margallo Ronaldo B. Buella	Sheryl D. Cerillo Leo R. Madriaga
Documenter	Regie A. Abarrientos	Ma. Ana Mae B. Bernardino	Thelma N. Navera	Ma. Alexandra L. Bacunawa	Rosary Ann A. Gimenez	Ruth B. Bendita

## Annex 1A: SDOs' Schedule and Assigned Team

SDOs	Assigned Team	Date and Time
ALBAY	Group 6	January 27, 2025 (AM)
LEGAZPI CITY		January 27, 2025 (PM)
LIGAO CITY		January 28, 2025
TABACO CITY	Group 5	January 27, 2025 (AM)
CATANDUANES		January 27-28, 2025
IRIGA CITY	Group 4	January 27, 2025
CAMARINES SUR		January 28, 2025
CAMARINES NORTE	Group 3	January 27-28, 2025
NAGA CITY		January 28, 2025
SORSOGON	Group 2	January 27, 2025
SORSOGON CITY		January 28, 2025
MASBATE	Group 1	January 27-28, 2025
MASBATE CITY		January 28-29, 2025

Annex A



Republika ng Pilipinas  
Department of Education

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)  
Revised 2024

Name of Employee:	SOCORRO V. DELA ROSA	Name of Rater:	
Position/Designation:	Schools Division Superintendent	Position:	Assistant Regional Director
Review Period:	January to December 2024	Approving Authority:	
Strand/Bureau/Center/Service/Region/Division:	Schools Division Office (SDO) of Catanduanes - Office of the Schools Division Superintendent	Date of Review:	
Strand/Bureau/Center/Service/Region/Division Statement of Purpose:	The Schools Division Office (SDO) ensures the promotion of equity in access and continuously improves the quality of basic education in the schools division through leading in the development and implementation of the Division Education Development Plans (DEDP) consistent with the national and regional educational policies, plans and standards, building partnerships and networking with stakeholders of education, and effectively and efficiently managing the financial, human, and physical resources of the schools division.		

**PART I-A: COMMITMENT TO ORGANIZATIONAL OUTCOMES (60%)**

Part I-A. Commitment to Organizational Outcomes shall capture office commitments, performance, and accomplishments based on office mandates and KRAs as reflected in the official issuance on the Compendium of Office Functions. This part shall capture the contributions of the office directly targeting the Organizational Outcomes indicated in the General Appropriation Act (GAA) Programs/Subprograms, Basic Education Development Plan (BEDP) Pillars, MATATAG Agenda priority deliverables, and other national level commitments that are aligned with and relevant to the office KRAs. Clear attribution shall be made to ensure such alignment.

TO BE ACCOMPLISHED DURING PLANNING										TO BE FILLED DURING EVALUATION									
Organizational Outcomes Alignment				Objectives <i>(based on Office Functions)</i>	Timeline	Weight Allocation	Performance Targets <i>(Target Outcome/Output of the Bureau/Center/Service/Division aligned with the Outcome/Output Indicators in the Organizational Outcomes)</i>		Performance Measure <i>(Quality, Efficiency, Timeliness)</i>	Rating Scale					Means of Verification (MOVs)	Actual Accomplishments	RATING (Q,E,T)	AVERAGE (QET)	WEIGHTED AVERAGE
Key Result Areas (KRA) <i>(Based on Office Mandate and Functions)</i>	Organizational Outcome Attribution <i>(Refer to the GAA Programs/Subprogram and)</i>						Value <i>(numerical, statistical, trend)</i>	Description <i>(expected outcome/output/service)</i>		5 <i>(Outstanding)</i>	4 <i>(Very Satisfactory)</i>	3 <i>(Satisfactory)</i>	2 <i>(Unsatisfactory)</i>	1 <i>(Poor)</i>					
	GAA Programs/ Subprograms	BEDP Pillars	MATATAG Pillars																
Strategic Leadership and Management	Education Policy Development Program	Enabling Mechanisms - Governance	TAke steps to accelerate delivery of basic education facilities and services.	Translated the Regional Basic Education Plan (RBEP), and framework to DEDP that is aligned to the context and situation of the SDO.	January to December 2024	1	Copy of adjusted Division Educational Development Plan (DEDP)	Quality	The adjusted DEDP has been anchored on BEDP, MATATAG agenda, and the mantra of the SDO.	The adjusted DEDP has been anchored on MATATAG agenda, and the mantra of the SDO.	The adjusted DEDP has been anchored on the mantra of the SDO.	The adjusted DEDP is not aligned to the context and situation of the SDO.	No acceptable evidence was shown.	DEDP			#DIV/0!	#DIV/0!	
								Efficiency	91 to 100% completion of the final draft of the adjusted DEDP	81% to 90% completion of the final draft of the adjusted DEDP	71% to 80% completion of the final draft of the adjusted DEDP	61% to 70% completion of the final draft of the adjusted DEDP	51% to 60% completion of the final draft of the adjusted DEDP						
								Timeliness	The adjusted DEDP was submitted within the rating period	The adjusted DEDP was submitted one month after the rating period	The adjusted DEDP was submitted 2 months after the rating period	The adjusted DEDP was submitted 3 months after the rating period	The adjusted DEDP was submitted 4 months after the rating period						



				Established implementing guidelines on the implementation of PPAs.	January to December 2024		5	SDO Units adopting the established mechanism	Quality	The established implementing guidelines on the implementation of PPAs were: 1. consistent with existing laws, policies, and guidelines; 2. aligned with the agency strategic goals and directions; and 3. compliant with DepEd guidelines on school management and operations.	The established implementing guidelines on the implementation of PPAs have documented instances observed on 2 items	The established implementing guidelines on the implementation of PPAs have documented instances observed on 1 item	The established implementing guidelines on the implementation of PPAs have documented instances of non-observance of all items	No acceptable evidence shown	Division Memoranda on the implementing guidelines on the implementation of PPAs			#DIV/0!	#DIV/0!
				Established Monitoring and evaluation tool on PPAs implementation.	January to December 2024		4	Number of accomplished PAs M&E tool	Quality	The accomplished PPAs M&E tools are: 1. consistent to the existing laws, policies, and guidelines; 2. aligned with the agency strategic goals and directions; and 3. compliant with DepEd guidelines on M&E process.	The accomplished PPAs M&E tools have documented instances observed on 2 items	The accomplished PPAs M&E tools have documented instances observed on 1 item	The accomplished PPAs M&E tools have documented instances of non-observance of all items	No acceptable evidence shown	Accomplished PPAs M&E Tool			#DIV/0!	#DIV/0!
									Efficiency	5 SDO units adopted the established mechanism	4 SDO units adopted the established mechanism	3 SDO units adopted the established mechanism	2 SDO units adopted the established mechanism	1 SDO unit adopted the established mechanism					
									Efficiency	4 PPAs M&E Tool were accomplished	3 PPAs M&E Tool were accomplished	2 PPAs M&E Tool were accomplished	1 PPAs M&E Tool were accomplished	No acceptable evidence shown.					
Curriculum Implementation	A. Basic Education Inputs B. Inclusive Education	Pillar 3: Quality	MA-ke the curriculum relevant to produce competent, job ready, active and responsible citizens.	Ensured effective management and implementation of curriculum in the SDO in compliance to quality standard.	January 2024- December 2024		8	Curriculum-related PPAs implemented	Quality	The implemented curriculum related PPAs are completely documented, evidenced by all MOVs	The implemented curriculum-related PPAs are completely documented, evidenced by the approved proposal and any 4 of the other MOVs	The implemented curriculum-related PPAs are completely documented, evidenced by the approved proposal and any 3 of the other MOVs	The implemented curriculum-related PPAs are completely documented, evidenced by the approved proposal and any 2 of the other MOVs	The implemented curriculum-related PPAs are completely documented, evidenced by the approved proposal and any of the other MOVs	Approved Proposals & Completion/Accomplishment Reports, M & E Tool, TANA, TAP, TAR			#DIV/0!	#DIV/0!
									Efficiency	7 to 8 Curriculum-related PPAs implemented	5 to 6 Curriculum-related PPAs implemented	3 to 4 Curriculum-related PPAs implemented	1 to 2 Curriculum-related PPAs implemented	No curriculum-related PPAs implemented					
									Timeliness	96% to 100% of the curriculum-related PPAs were implemented within the implementation period under normal circumstances	91% to 95% of the curriculum-related PPAs were implemented within the implementation period under normal circumstances	86% to 90% of the curriculum-related PPAs were implemented within the implementation period under normal circumstances	81% to 85% of the curriculum-related PPAs were implemented within the implementation period under normal circumstances	Less than 81% of the curriculum-related PPAs were implemented within the implementation period under normal circumstances					

				Ensured effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes.	January to December 2024		1	Assessment of learning outcomes	Quality	96% to 100% of the learning assessment reports contain analysis and recommendations	91% to 95% of the learning assessment reports contain analysis and recommendations	86% to 90% of the learning assessment reports contain analysis and recommendations	85% to 89% of the learning assessment reports contain analysis and recommendations	Less than 85% of the learning assessment reports contain analysis and recommendations					
									Timeliness	Learning assessments in schools were implemented across 4 grading periods	Learning assessments in schools were implemented across 3 grading periods	Learning assessments in schools were implemented across 2 grading periods	Learning assessments in schools were implemented across 1 grading period	No acceptable evidence shown			#DIV/0!	#DIV/0!	
				Managed the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources.	January to December 2024		8	Developed and utilized contextualized learning resources	Quality	96% to 100% of the contextualized learning resources were quality assured and utilized	91% to 95% of the contextualized learning resources were quality assured and utilized	86% to 90% of the contextualized learning resources were quality assured and utilized	81% to 85% of the contextualized learning resources were quality assured and utilized	Less than 81% of the contextualized learning resources were quality assured and utilized	Report/ inventory on the developed and/or contextualized learning resources, Sample LRs,			#DIV/0!	#DIV/0!
									Efficiency	7 to 8 developed learning resources are accessible to schools and learning centers	5 to 6 developed learning resources are accessible to schools and learning centers	3 to 4 developed learning resources are accessible to schools and learning centers	1 to 2 developed learning resources are accessible to schools and learning centers	Developed learning resources are inaccessible to schools and learning centers	Number and list of schools and learning centers which utilized the LRs				
Support to School Governance and Operations	Education Policy Development Program	Enabling Mechanisms - Governance	Take steps to accelerate delivery of basic education facilities and services.	Established mechanism for monitoring implementation of PPAs in the SDO through Program Implementation Review and Performance Assessment (PIRPA) Reports.	January to December 2024		4	Number of PIRPA Reports	Quality	The PIRPA Reports were: 1. accurate, 2. evidence-based, 3. relevant, and 4. complete.	The PIRPA Reports have documented instances of non-observance of any 1 of items 1 to 4	The PIRPA Reports have documented instances of non-observance of any 2 of items 1 to 4	The PIRPA Reports have documented instances of non-observance of 3 of items 1 to 4	The PIRPA Reports have documented non-observance of all items.	PIRPA Reports			#DIV/0!	#DIV/0!
									Efficiency	Submitted 4 PIRPA Reports	Submitted 3 PIRPA Reports	Submitted 2 PIRPA Reports	Submitted 1 PIRPA Reports	No PIRPA Report submission					
									Timeliness	PIRPA Reports submitted on time	PIRPA Reports submitted a week after the due date	PIRPA Reports submitted 2 weeks after the due date	PIRPA Reports submitted 3 weeks after the due date	PIRPA Reports submitted 4 weeks after the due date					
				Provided contextualized policies/guidelines to support for school management and operations.	January to December 2024		5	Approved and issued contextualized policies/guidelines	Quality	The contextualized policies/ guidelines were: 1. aligned with the DepEd strategic goals and directions, 2. compliant with DepEd policies & guidelines on school management and operations, 3. relevant to the schools/ stakeholders' needs, and 4. approved and issued	The draft contextualized policies/ guidelines were: 1. aligned with the DepEd strategic goals and directions, 2. compliant with DepEd policies & guidelines on school management and operations, and 3. relevant to the schools/ stakeholders' needs.	The draft contextualized policies/ guidelines were: 1. aligned with the DepEd strategic goals and directions, 2. compliant with DepEd policies & guidelines on school management and operations	The draft contextualized policies/ guidelines were aligned with the DepEd strategic goals and directions	No contextualized policies/ guidelines	Issued Division Memoranda on the approved contextualized policies/ guidelines for school management and operations			#DIV/0!	#DIV/0!

									Efficiency	5 contextualized policies/ guidelines were approved and issued	4 contextualized policies/ guidelines were approved and issued	3 contextualized policies/ guidelines were approved and issued	2 contextualized policies/ guidelines were approved and issued	1 contextualized policies/ guidelines were approved and issued						
				Ensured the operationalization of the L&D Systems in the SDO.	January to December 2024		4	Approved Training proposals based on LDNA reports	Quality	4 approved training proposals is based on the analysis of the LDNA report	3 approved training proposals is based on the analysis of the LDNA report	2 approved training proposals is based on the analysis of the LDNA report	1 approved training proposals is based on the analysis of the LDNA report	No acceptable evidence shown.	LDNA Report, Approved Training Proposals, Activity Proposal of the implemented program on					
									Efficiency	4 training proposals based on LDNA reports were approved	3 training proposals based on LDNA reports were approved	2 training proposals based on LDNA reports were approved	1 training proposal based on LDNA reports were approved	No approved training proposal	rewards and recognition, accomplishment report with documentations				#DIV/0!	#DIV/0!
									Timeliness	4 training proposals based on LDNA reports were approved within the rating period	3 training proposals based on LDNA reports were approved within the rating period	2 training proposals based on LDNA reports were approved within the rating period	A training proposal based on LDNA reports was approved within the rating period	No approved training proposal within the rating period						
SDO Management (Administrative)	Support to School & Learners Program	Governance	Give support to teachers to teach better	Properly and promptly provided personnel action on benefits and compensation.	January to December 2024		100%	Personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. identified	Quality	96%-100% of personnel qualified for ERF, step increment, loyalty award, etc. were identified	91%-95% of personnel qualified for ERF, step increment, loyalty award, etc. were identified	86%-90% of personnel qualified for ERF, step increment, loyalty award, etc. were identified	81%-85% of personnel qualified for ERF, step increment, loyalty award, etc. were identified	below 81% of personnel qualified for ERF, step increment, loyalty award, etc. were identified	List of identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc., Duly signed				#DIV/0!	#DIV/0!
									Efficiency	96%-100% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid	91%-95% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid	86%-90% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid	81%-85% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid	below 81% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid	voucher/ payroll				#DIV/0!	#DIV/0!
									Timeliness	96%-100% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid on prescribed time	91%-95% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid on prescribed time	86%-90% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid on prescribed time	81%-85% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid on prescribed time	below 81% of the identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc. have been processed and paid on prescribed time						
				Filled up vacant positions for teaching, teaching related and non teaching positions.	January to December 2024		100%	Vacant teaching, teaching-related, and non-teaching positions has been filled	Quality	96% to 100% approved and issued appointments were attested by the Civil Service Commission (CSC)	91% to 95% approved and issued appointments were attested by the CSC	86% to 90% approved and issued appointments were attested by the CSC	81% to 85% approved and issued appointments were attested by the CSC	Below 81% approved and issued appointments were attested by the CSC	Number of approved appointments and deployments evaluated and recommended personnel actions					

				100%	vacant HRGO (except hard-to-fill positions)	Efficiency	96%-100% of the vacant positions has been filled	91%-95% of the vacant positions has been filled	86%-90% of the vacant positions has been filled	81%-85% of the vacant positions has been filled	Below 81% of the vacant positions has been filled	personnel actions, Number of vacant items that are filled			#DIV/0!	#DIV/0!
						Timeliness	96%-100% vacant positions has been filled within the prescribed period	91%-95% vacant positions has been filled within the prescribed period	86%-90% vacant positions has been filled within the prescribed period	81%-85% vacant positions has been filled within the prescribed period	Below 81% vacant positions has been filled within the prescribed period					
Established an updated, accurate well-planned and coordinated system for records management and generated services thru the Document Tracking System.	January to December 2024		100%	Communication documents managed properly and promptly	Quality	Ensured that the records management were followed: a) Creation of registry; b) Maintaining of e-copy; c) Filing of hard copy of records ; and d) Labeling	3 activities for record management were conducted	2 activities for record management were conducted	An activity for record management was conducted	No activities conducted for records management.	Registry of received & released documents, DoTS Summary of received and released documents, e-file of records			#DIV/0!	#DIV/0!	
					Efficiency	96% to 100% of the communication documents were managed properly	91% to 95% of the communication documents were managed properly an	86% to 90% of the communication documents were managed properly and promptly	81% to 85% of the communication documents were managed properly and promptly	Less than 81% of the communication documents were managed properly and promptly						
					Timeliness	96% to 100% of the communication documents were managed on time	91% to 95% of the communication documents were managed on time	86% to 90% of the communication documents were managed on time	81% to 85% of the communication documents were managed on time	Less than 81% of the communication documents were managed on time						
Provided SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd.	January to December 2024		100%	Procured and/ or received supplies, materials and equipment provided to the SDO units, Schools and Learning Centers	Quality	76% to 100% of the procured and/ or received supplies, materials, and equipment were provided to SDO units, schools, and learning centers	51% to 75% of the procured and/ or received supplies, materials, and equipment were provided to SDO units, schools, and learning centers	26% to 50% of the procured and/ or received supplies, materials, and equipment were provided to SDO units, schools, and learning centers	1% to 25% of the procured and/ or received supplies, materials, and equipment were provided to SDO units, schools, and learning centers	Procured and/ or received supplies, materials, and equipment were not provided to SDO units, schools, and learning centers	Updated inventory of division assets, Inventory Custodian Slip (ICS), Report on Physical Count of Semi-Expendable Property & Equipment,			#DIV/0!	#DIV/0!	
					Efficiency	96% to 100% of provided supplies, materials, equipment were recorded	91% to 95% of provided supplies, materials, equipment were recorded	86% to 90% of provided supplies, materials, equipment were recorded	81% to 85% of provided supplies, materials, equipment were recorded	Less than 81% of provided supplies, materials, equipment were recorded	Property Acknowledgement Receipt, Report on Physical Count of Property, Plant & Equipment,					
					Timeliness	96% to 100% procured and/ or received supplies, materials, equipment were provided within the prescribed timelines consistent with auditing rules and regulations	91% to 95% procured and/ or received supplies, materials, equipment were provided within the prescribed timelines consistent with auditing rules and regulations	86% to 90% procured and/ or received supplies, materials, equipment were provided within the prescribed timelines consistent with auditing rules and regulations	81% to 85% procured and/ or received supplies, materials, equipment were provided within the prescribed timelines consistent with auditing rules and regulations	Less than 81% procured and/ or received supplies, materials, equipment were provided within the prescribed timelines consistent with auditing rules and regulations	Number of schools and learning centers with updated inventory of supplies, materials, and equipment					

				Ensured compliance to procurement laws, rules, and regulations.	January to December 2024		100%	Procurement activities are in accordance with RA 9184 and its Implementing Rules and Regulations (IRR)	Quality	91% to 100% of the activities are completely supported by the required procurement documents	81% to 90% of the activities are completely supported by the required procurement documents	71% to 80% of the activities are completely supported by the required procurement documents	61% to 70% of the activities are completely supported by the required procurement documents	Below 61% of the activities are completely supported by the required procurement documents	WFP, PPMP, APP, ABC, PR, AR, RFQ, Abstract of Prices from Bidders/ Suppliers, NOA, NTP, Contract/ PO, PMR, PhilGEPS			#DIV/0!	#DIV/0!			
									Efficiency	91% to 100% of the procurement activities have been completed	81% to 90% of the procurement activities have been completed	71% to 80% of the procurement activities have been completed	61% to 70% of the procurement activities have been completed	Below 61% of the procurement activities have been completed	Posting Report, Procurement Timelines, BAC Meeting Minutes, BAC Resolutions, and other BAC Records							
									Timeliness	91% to 100% of the procurement transactions have been completed within the prescribed timelines	81% to 90% of the procurement transactions have been completed within the prescribed timelines	71% to 80% of the procurement transactions have been completed within the prescribed timelines	61% to 70% of the procurement transactions have been completed within the prescribed timelines	Below 61% of the procurement transactions have been completed								
SDO Management (Financial Management)	Support to School & Learners Program	Governance	TAke steps to accelerate delivery of basic education facilities and services. Give support to teachers to teach better	Downloaded school MOOE to 278 Elementary, Junior High and Senior High School (level of governance)	March, June, September and December, 2024		277	Schools fund allocation were downloaded in full	Quality	96-100% of the Elementary, Junior High and Senior High School (level of governance) were downloaded	91-95% of the Elementary, Junior High and Senior High School (level of governance) were downloaded	86-90% of the Elementary, Junior High and Senior High School (level of governance) were downloaded	81-85% of the Elementary, Junior High and Senior High School (level of governance) were downloaded	Less than 81% of the Elementary, Junior High and Senior High School (level of governance) were downloaded	Report of Downloaded Funds and Utilization by quarter (School MOOE)							
										Efficiency	96-100% of the Elementary, Junior High and Senior High School (level of governance) with complete supporting documents	91-95% of the Elementary, Junior High and Senior High School (level of governance) with complete supporting documents	86-90% of the Elementary, Junior High and Senior High School (level of governance) with complete supporting documents	81-85% of the Elementary, Junior High and Senior High School (level of governance) with complete supporting documents	Less than 81% of the Elementary, Junior High and Senior High School (level of governance) with complete supporting documents				#DIV/0!	#DIV/0!		
											Timeliness	96-100% of the Elementary, Junior High and Senior High School (level of governance) were downloaded on the prescribed timeline	91-95% of the Elementary, Junior High and Senior High School (level of governance) were downloaded on the prescribed timeline	86-90% of the Elementary, Junior High and Senior High School (level of governance) were downloaded on the prescribed timeline	81-85% of the Elementary, Junior High and Senior High School (level of governance) were downloaded on the prescribed timeline	Less than 81% of the Elementary, Junior High and Senior High School (level of governance) were downloaded on the prescribed timeline						
				Cash advances received by public elementary and secondary (junior and senior) of Schools Division of Catanduanes are liquidated and recorded accurately in the books of accounts within the every quarter	March, June, September and December 2024		264 (95% of the 278 schools)	Schools and learning centers that have liquidated cash advances	Quality	91-100% of cash advance are liquidated	81-90% of cash advance are liquidated	71-80% of cash advance are liquidated	61-70% of cash advance are liquidated	Less than 61% of cash advance are liquidated	Liquidation Reports of Schools with CDRs and JEVs							
												Efficiency	91-100% of cash advance are liquidated with no revision	81-90% of cash advance are liquidated with no revision	71-80% of cash advance are liquidated with no revision	61-70% of cash advance are liquidated with no revision	Less than 61% of cash advance are liquidated with no revision				#DIV/0!	#DIV/0!
												Timeliness	91-100% of cash advance are liquidated within prescribed period	81-90% of cash advance are liquidated within prescribed period	71-80% of cash advance are liquidated within prescribed period	61-70% of cash advance are liquidated within prescribed period	Less than 61% of cash advance are liquidated within prescribed period					
								Allocations received by Schools Division Office of Catanduanes for	January to December 2024		95%	Percentage of all obligated downloaded	Quality	96-100% of budget allocations were obligated	91-95% of budget allocations were obligated	86-90% of budget allocations were obligated	81-85% of budget allocations were obligated	76-80% of budget allocations were obligated	Financial Accountability Reports (FARs)			

				implementation of various programs and projects are utilized according to timeline/schedules				funds	Efficiency	96-100% of obligation incurred were paid	91-95% of obligation incurred were paid	86-90% of obligation incurred were paid	81-85% of obligation incurred were paid	76-80% of obligation incurred were paid			#DIV/0!	#DIV/0!	
									Timeliness	96-100% of budget allocations were obligated within the fiscal year	91-95% of budget allocations were obligated within the fiscal year	86-90% of budget allocations were obligated within the fiscal year	81-85% of budget allocations were obligated within the fiscal year	76-80% of budget allocations were obligated within the fiscal year					
Administrative (Legal Services)	Support to School & Learners Program	Governance	TAke steps to accelerate delivery of basic education facilities and services. Give support to teachers to teach better	Prepared and reviewed contracts, Memorandum of Agreements (MOA) and instruments to which the Division or any of its offices and schools is a party and interprets the provisions therein.	January to December 2024	2%	2	Contracts/MOA prepared and reviewed	Quality	All parts of a legal instrument were incorporated into the instrument	One of the prescribed parts of a legal instrument were omitted	Two of the prescribed parts of a legal instrument were omitted	Three of the prescribed parts of a legal instrument were omitted	Four of the prescribed parts of a legal instrument were omitted	Memorandum of Agreement & Reviewed Legal Instruments			#DIV/0!	#DIV/0!
									Efficiency	90-100% of the contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	85-89% of the contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	80-84% of the contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	75-79% of the contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	70-74% of the contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided					
									Timeliness	Prepared or reviewed contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were accomplished within 15 working days from receipt of the request including draft MOA/Contract MS Word format	Prepared or reviewed contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were accomplished within 20 working days from receipt of the request including draft MOA/Contract MS Word format	Prepared or reviewed contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were accomplished within 25 working days from the date of receipt of the request including draft MOA/Contract MS Word format	Prepared or reviewed contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were accomplished within 30 working days from receipt of the request including draft MOA/Contract MS Word format	Prepared or reviewed contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were accomplished within 35 working days from receipt of the request including draft MOA/Contract MS Word format			#DIV/0!	#DIV/0!	
				Interpreted laws and rules affecting the implementation of various Division Programs.	January to December 2024		1	Number of legal opinion/recommendations prepared	Quality	All parts of a legal opinion/recommendation were incorporated into the instrument	One of the prescribed parts of a legal instrument were omitted	Two of the prescribed parts of a legal instrument were omitted	Three of the prescribed parts of a legal instrument were omitted	Four of the prescribed parts of a legal instrument were omitted	Draft interpretation of laws and rule			#DIV/0!	#DIV/0!
									Efficiency	90-100% of the request were provided	85-89% of the request were provided	80-84% of the request were provided	75-79% of the request were provided	70-74% of the request were provided					
									Timeliness	Prepared legal opinion, recommendations or interpretation within 15 working days from receipt of endorsements, request or referrals	Prepared legal opinion, recommendations or interpretation within 20 working days from receipt of endorsements, request or referrals	Prepared legal opinion, recommendations or interpretation within 25 working days from receipt of endorsements, request or referrals	Prepared legal opinion, recommendations or interpretation within 30 working days from receipt of endorsements, request or referrals	Prepared legal opinion, recommendations or interpretation within 35 working days from receipt of endorsements, request or referrals					
				Continuously improved the services of the Legal unit	July to December 2014		2	Number of electronic Certificate of no pending Case issued	Quality	With no typographical errors on issued electronic Certificate of no pending Case	With 1st revision on issued electronic Certificate of no pending Case	With 2nd revision on issued electronic Certificate of no pending Case	With 3rd revision on issued electronic Certificate of no pending Case	With 4th revision on issued electronic Certificate of no pending Case	Electronic Certification of No pending administrative case				

									Efficiency	95-100% of the request for Certification of No pending administrative case were provided	91-94% of the request for Certification of No pending administrative case were provided	86-90% of the request for Certification of No pending administrative case were provided	81-85% of the request for Certification of No pending administrative case were provided	75-80% of the request for Certification of No pending administrative case were provided			#DIV/0!	#DIV/0!	
Administrative (ICT Systems Management)	Support to School & Learners Program	Governance	TAke steps to accelerate delivery of basic education facilities and services. Give support to teachers to teach better	Managed and maintained the Information and Communication Technology(ICT) Systems and Infrastructure of the Division to effectively support operations	January to December 2024	9	Functional ICT System	Quality	At least 90% of the installed ICT systems and infra are functional	80-89% of the installed ICT systems and infra are functional	70-79% of the installed ICT systems and infra are functional	60-69% of the installed ICT systems and infra are functional	less than 69% of the installed ICT systems and infra are functional	Maintenance & Monitoring Plan Report, Number of regular maintenance check of the installed ICT systems and infra in the SDO			#DIV/0!	#DIV/0!	
								Efficiency	At least 90% updated and managed the daily efficiency of the installed ICT systems and infra in the SDO	80-89% updated and managed the daily efficiency of the installed ICT systems and infra in the SDO	70-79% updated and managed the daily efficiency of the installed ICT systems and infra in the SDO	60-69% updated and managed the daily efficiency of the installed ICT systems and infra in the SDO	less than 69% updated and managed the daily efficiency of the installed ICT systems and infra in the SDO						
								Timeliness	Conducted maintenance check across four quarters	Conducted maintenance check across three quarters	Conducted maintenance check across two quarters	Conducted maintenance check across one quarter	No maintenance check conducted						
				Managed and implemented ICT programs and projects in the 268 schools and learning centers in the Division to ensure data validity and effective utilization of the systems	January to December 2024	214	Approved School ICT Plan	Quality	At least 80% of the submitted ICT plan was properly implemented	70-79% of the submitted ICT plan was properly implemented	60-69% of the submitted ICT plan was properly implemented	50-59% of the submitted ICT plan was properly implemented	less than 50% of the submitted ICT plan was properly implemented		Number of schools and learning centers that implemented ICT Plan and narrative report signed			#DIV/0!	#DIV/0!
								Efficiency	214 schools and learning centers submitted ICT plan	214 schools and learning centers submitted ICT plan	214 schools and learning centers submitted ICT plan	214 schools and learning centers submitted ICT plan	214 schools and learning centers submitted ICT plan						
								Reports on IT account management	Quality	90-100% of the administered and managed account are properly utilized	80-89% of the administered and managed account are properly utilized	70-79% of the administered and managed account are properly utilized	60-79% of the administered and managed account are properly utilized			Below 60% of the administered and managed account are properly utilized	Number of accounts administered and/or managed		
			Efficiency	90-100% of the administered and managed account are active	80-89% of the administered and managed account are active	70-79% of the administered and managed account are active	60-79% of the administered and managed account are active		Below 60% of the administered and managed account are active										
			Timeliness	Processed and resolved account with issues within one day upon request	Processed and resolved account with issues within two day upon request	Processed and resolved account with issues within three days upon request	Processed and resolved account with issues within four days upon request		Processed and resolved account with issues of more than four days upon request										
			Coordinated with Central Office and other ICT units across levels regarding the implementation of National ICT and ICT-related programs	January to December 2024	4	Reports on all ICT related activities and programs	Quality	at least 90% related to the implementation of National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	80-89% related to the implementation of National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	70-79% related to the implementation of National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	60-69% related to the implementation of National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	Less than 60% related to the implementation of National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	Number of submitted ICT related reports on time, Accomplished request for technical assistance form			#DIV/0!	#DIV/0!		

									Efficiency	100% submission of required ICT related reports to Central Office and other ICT units across levels	90-99% submission of required ICT related reports to Central Office and other ICT units across levels	80-89% submission of required ICT related reports to Central Office and other ICT units across levels	70-89% submission of required ICT related reports to Central Office and other ICT units across levels	less than 70% submission of required ICT related reports to Central Office and other ICT units across levels							
									Timeliness	Submitted four reports on time	Submitted three reports on time	Submitted two reports on time	Submitted one report on time	No submission							
Partnership and Linkages	Support to School & Learners Program	Governance	Take steps to accelerate delivery of basic education facilities and services. Give support to teachers to teach better	Identified resource needs and potential local and international donors.	January to December 2024		3	Identified local and international donors of education-related program/ project	Quality	The local and international donors of education-related program/ project have profile and signed MOA/ MOU and were identified through the identified resource needs.	The local and international donors of education-related program/ project have profile and were identified through the identified resource needs.	The identified local and international donors of education-related program/ project have no or incomplete profile.	Resource needs were identified	No acceptable evidence shown	Signed MOA/ MOU, List of resource needs with the profile of potential local and international donors			#DIV/0!	#DIV/0!		
									Efficiency	Has identified 2 local and 1 international donors of education-related program/ project	Has identified 1 local and 1 international donors of education-related program/ project	Has identified 2 local donors of education-related program/ project	Has identified 1 local donor of education-related program/ project	No acceptable evidence shown							
									Quality	Localized policies and standards prescribed for partnership building is anchored from regional orders, memoranda and advisories evidenced by 4 signed MOAs/MOUs	Localized policies and standards prescribed for partnership building is anchored from regional orders, memoranda and advisories evidenced by 3 signed MOAs/MOUs	Localized policies and standards prescribed for partnership building is anchored from regional orders, memoranda and advisories evidenced by 2 signed MOAs/MOUs	Localized policies and standards prescribed for partnership building is anchored from regional orders, memoranda and advisories evidenced by 1 signed MOA/MOU	No acceptable evidence shown							
											Efficiency	4 signed MOAs/MOUs	3 signed MOAs/MOUs	2 signed MOAs/MOUs	1 signed MOA/MOU	No signed MOA/ MOU	Division Memorandum on localized policy and standards prescribed for partnership building			#DIV/0!	#DIV/0!
											Quality	Stakeholders' convergence/ partnership engagements were conducted which established by 3 local/ international partnerships	Stakeholders' convergence/ partnership engagements were conducted which established 2 local/ international partnerships	Stakeholders' convergence/ partnership engagements were conducted which established 1 local/ international partnership	Stakeholders' convergence/ partnership engagements were conducted	No acceptable evidence shown	Signed MOAs/ MOUs, Support/ Assistance received with applicable support documents (e.g. contracts, pledges, etc.)			#DIV/0!	#DIV/0!
											Timeliness	3 Stakeholders' convergence/ partnership engagements conducted within the rating period	2 Stakeholders' convergence/ partnership engagements conducted within rating period	1 Stakeholder's convergence/ partnership engagements conducted within rating period	Stakeholder's convergence/ partnership engagements conducted beyond rating period	No acceptable evidence shown					





								Efficiency	96% to 100% of the developed IEC materials requested for release were acted accurately	91% to 95% of the developed IEC materials requested for release were acted accurately	86% to 90% of the developed IEC materials requested for release were acted accurately	81% to 85% of the developed IEC materials requested for release were acted accurately	76% to 80% of the developed IEC materials requested for release were acted accurately			#DIV/0!	#DIV/0!	
								Timeliness	The developed IEC materials requested for release were acted within 48 hours and less upon receipt	The developed IEC materials requested for release were acted within 49 hours to 72 hours upon receipt	The developed IEC materials requested for release were acted within 73 hours to 120 hours upon receipt	The developed IEC materials requested for release were acted within 121 hours to 144 hours upon receipt	The developed IEC materials requested for release were acted within 145 hours to 168 hours upon receipt					
				Conducted periodic monitoring and evaluation of office/ staff performance for the provision of relevant learning and development programs.	January to December 2024		100%	Personnel monitored and evaluated for the provision of relevant learning and development programs	90% to 100% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	79% to 89% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	68% to 78% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	57% to 67% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	46% to 56% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	Performance Monitoring and Coaching Form (PMCF). Learning and Development (L&D) Needs Assessment Result, List of L&D Attended with Certificates of Attendance/ Participation			#DIV/0!	#DIV/0!
								Timeliness	90% to 100% of the personnel were monitored and evaluated for the provision of relevant learning and development programs within the rating period	79% to 89% of the personnel were monitored and evaluated for the provision of relevant learning and development programs within the rating period	68% to 78% of the personnel were monitored and evaluated for the provision of relevant learning and development programs within the rating period	57% to 67% of the personnel were monitored and evaluated for the provision of relevant learning and development programs within the rating period	46% to 56% of the personnel were monitored and evaluated for the provision of relevant learning and development programs within the rating period					
Part I-A Total Score																#DIV/0!	#DIV/0!	

**PART I-B: INNOVATING AND INTERVENING ACCOMPLISHMENTS (20%)**

Part I-B. Innovating and Intervening Accomplishments shall capture the outcomes/outputs of the office that are enabling, supportive, and/or contributory to the achievement of the organizational commitments and KRAs in Part I-A. Accomplishments can be innovations, interventions, and enhancements on the processes, services, and/or outputs.

TO BE FILLED IN DURING PLANNING										TO BE FILLED DURING EVALUATION									
Key Result Areas (KRA)	Objectives	Timeline	Weight Allocation	Performance Targets (Target Outcome/Output of the Bureau/Center/Service/Division that are enabling, supportive, and/or contributory to the achievement of the organizational outcomes and KRAs (Part I-A))		Performance Measure (Quality, Efficiency, Timeliness)	RATING SCALE					Means of Verification (MOVs)	Actual Results/ Accomplishments	RATING (Q,E,T)	AVERAGE (QET)	WEIGHTED AVERAGE			
				Value (numerical, statistical, trend)	Description (expected outcome/ output/service)		5 (Outstanding)	4 (Very Satisfactory)	3 (Satisfactory)	2 (Unsatisfactory)	1 (Poor)								
						Quality											#DIV/0!	#DIV/0!	
						Efficiency													
						Timeliness													
						Quality												#DIV/0!	#DIV/0!
						Efficiency													
						Timeliness													
						Quality												#DIV/0!	#DIV/0!
						Efficiency													
						Timeliness													
Part I-B Total Score																#DIV/0!	#DIV/0!		

**PART I-C: ORGANIZATIONAL EFFECTIVENESS (15%)**

Part I-C. Organizational Effectiveness shall capture accomplishments/outputs produced or attained on the aspects of Financial Stewardship, Process Improvement, and Client Satisfaction. It shall focus on the results achieved by the office that are aligned with the Performance-based Bonus (PBB) oversight requirements.

TO BE FILLED IN DURING PLANNING											TO BE FILLED DURING EVALUATION			
Organizational Effectiveness Area	Objectives	Timeline	Weight Allocation	Performance Measure (Quality, Efficiency, Timeliness)	RATING SCALE					Means of Verification (MOVs)	Actual Results/Accomplishments	RATING (Q,E,T)	AVERAGE (QET)	WEIGHTED AVERAGE
					5	4	3	2	1					
					(Outstanding)	(Very Satisfactory)	(Satisfactory)	(Unsatisfactory)	(Poor)					
Financial Stewardship	Utilized 98% of the budget allocation in accordance with the quarterly disbursement program with no overdraft/deficit/disallowance from oversight agency/ies	Within the rating period	5%	Quality	Budget allocation disbursed within the regulatory period with no overdraft/deficit/disallowance from oversight agency/ies	Budget allocation disbursed within the regulatory period with 1-2 overdraft/deficit/disallowance from oversight agency/ies	Budget allocation disbursed within the regulatory period with 3-4 overdraft/deficit/disallowance from oversight agency/ies	Budget allocation disbursed within the regulatory period with 5-6 overdraft/deficit/disallowance from oversight agency/ies	Budget allocation disbursed within the regulatory period with 7 or more overdraft/deficit/disallowance from oversight agency/ies					
				Efficiency	Budget is utilized according to the BUR target, based on the official BUR report of the Finance Service/Section/Unit (i.e. 98% of the budget allocation is utilized within the FY)	Budget is utilized with 1-5% variance from BUR target, based on the official BUR report of the Finance Service/Section/Unit (i.e. 93-97% of the budget allocation is utilized within the FY)	Budget is utilized with 6-10% variance from BUR target, based on the official BUR report of the Finance Service/Section/Unit (i.e. 88-92% of the budget allocation is utilized within the FY)	Budget is utilized with 11-15% variance from BUR target, based on the official BUR report of the Finance Service/Section/Unit (i.e. 83-87% of the budget allocation is utilized within the FY)	Budget is utilized with more than 15% variance from BUR target, based on the official BUR report of the Finance Service/Section/Unit (i.e. Below 83% of the budget allocation is utilized within the FY)			#DIV/0!	#DIV/0!	
				Timeliness	Quarterly basis: Budget is utilized according to the quarterly disbursement program (i.e. 98% of the quarterly BUR target is utilized by the end of each quarter)	Quarterly basis: Budget is utilized with 1-5% variance from the quarterly disbursement program (i.e. 93-97% of the quarterly BUR target is utilized by the end of each quarter)	Quarterly basis: Budget is utilized with 6-10% variance from the quarterly disbursement program (i.e. 88-92% of the quarterly BUR target is utilized by the end of each quarter)	Quarterly basis: Budget is utilized with 11-15% variance from the quarterly disbursement program (i.e. 83-87% of the quarterly BUR target is utilized by the end of each quarter)	Quarterly basis: Budget is utilized with more than 15% variance from the quarterly disbursement program (i.e. Below 83% of the quarterly BUR target is utilized by the end of each quarter)					
Process improvement	Streamlined core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization/digitization	Within the rating period	5%	Quality	Improvements/reduction on all of the service standards 1. no. of documentary requirements 2. total processing time 3. transaction cost 4. client steps/agency action steps 5. no. of signatories	Improvements/reduction on 4 service standards 1. no. of documentary requirements 2. total processing time 3. transaction cost 4. client steps/agency action steps 5. no. of signatories	Improvements/reduction on 2-3 service standards 1. no. of documentary requirements 2. total processing time 3. transaction cost 4. client steps/agency action steps 5. no. of signatories	Improvements/reduction on 1 service standards 1. no. of documentary requirements 2. total processing time 3. transaction cost 4. client steps/agency action steps 5. no. of signatories	No change in no. of documentary requirements, total processing time, transaction cost, process steps, signatories					
				Efficiency	Streamlined and/or digitized all office core processes identified in the QMS planning documents	Streamlined and/or digitized 76-99% of the office core processes identified in the QMS planning documents	Streamlined and/or digitized 51-75% of the office core processes identified in the QMS planning documents	Streamlined and/or digitized 26-50% of the office core processes identified in the QMS planning documents	Streamlined and/or digitized 0-25% of the office core processes identified in the QMS planning documents			#DIV/0!	#DIV/0!	
				Timeliness										
Client Satisfaction	Achieved 100% resolution and compliance rate to #8888 and CCB complaints within the prescribed processing time (simple - 3 days; complex - 7 days; highly technical - 20 days) with at least Satisfactory overall average result on the Client Satisfaction Measurement	Within the rating period	5%	Quality	95.0% - 100% (Outstanding) overall average on the results of the Client Satisfaction Measurement (CSM)	90.9% - 94.9% (Very Satisfactory) overall average on the results of the CSM	80.0% - 89.9% (Satisfactory) overall average on the results of the CSM	60.0% - 79.9% (Fair) overall average on the results of the CSM	Below 60.0% (Poor) overall average on the results of the CSM					
				Efficiency	100% resolution and compliance rate to #8888 and CCB complaints	At least 80% resolution and compliance rate to #8888 and CCB complaints	At least 50% resolution and compliance rate to #8888 and CCB complaints	At least 1% resolution and compliance rate to #8888 and CCB complaints	0% resolution and compliance rate to #8888 and CCB complaints			#DIV/0!	#DIV/0!	
				Timeliness	Complaints acted upon and closed within prescribed processing time (simple - 3 days; complex - 7 days; highly technical - 20 days)		Complaints are acted upon and closed with documented delays based on the prescribed processing time (simple - 3 days; complex - 7 days; highly technical - 20 days)		No complaint acted upon and resolved					
<b>Part I-C Total Score</b>													#DIV/0!	

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