

DepEd - Division of Catanduanes
RECORDS SECTION
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BY: No. 085
DATE: JUL 29 2025 TIME: 3:25



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 29, 2025

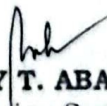
OFFICE MEMORANDUM

No. 085, s. 2025

**SUBMISSION OF CY 2025 OFFICE/ INDIVIDUAL PERFORMANCE
COMMITMENT OF SDO - BASED PERSONNEL**

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

1. In accordance with DepEd Order No. 2, s. 2015 (*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*), all SDO-based personnel including the Chiefs of the CID and SGOD are advised to submit the CY 2025 Office/ Individual Performance Commitment per Functional Division/ Unit on or before August 1, 2025.
2. Division Chiefs/ Unit Heads are expected to conduct internal workshop on performance commitment and planning in their respective functional divisions/ units prior to the submission to formulate objectives that are aligned with the physical targets indicated in the CY 2025 BED - 2 and CY 2025 SDO OPCRf.
3. The following enclosures are attached for reference:
 - a. List of non-negotiable commitments of the SDO
 - b. Performance Indicators and Behavioral Competencies Scale
 - c. Signatories of the Office/ Individual Performance Commitment
 - d. CY 2025 BED - 2
 - e. CY 2025 SDO OPCRf
4. For information, guidance, and compliance.


MA. JEANY T. ABAYON

Asst. Schools Division Superintendent
OIC - Office of the Schools Division Superintendent



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Enclosure 1 of Office Memorandum No. 065, s. 2025

LIST OF NON-NEGOTIABLE COMMITMENTS OF THE SDO

Items	Instructions
Non-Negotiable Commitments	The RPMT also reiterates the following list of Non-Negotiable Commitments of SDOs on top of the other commitments indicated in the revised Compendium V.3: - Commitments on the Organizational Outcomes and Performance Indicators. - EDUCATION POLICY DEVELOPMENT PROGRAM - Percentage of satisfactory feedback from clients on issued policies - Number of education researches completed - BASIC EDUCATION INPUTS PROGRAM - Number of newly-created teaching positions filled up - INCLUSIVE EDUCATION PROGRAM - Percentage of learners enrolled in: - SPED (public) - ALIVE (both public and private) - IPED (public) - Alternative Learning System - Percentage of learners provided with learning resources - Number of schools offering the following programs: - ALIVE - IPED - SPED - Number of public schools provided with learning resources - SUPPORT TO SCHOOLS AND LEARNERS PROGRAM - Retention rate (SY 2023-2024) - Elementary - Secondary (Grade 7 to 12) - Completion Rate (SY 2023-2024) - Elementary - Secondary (Grade 7 to 12) - Proportion of learners achieving at least nearly proficient in the National Achievement Test - Elementary (G6) - Junior High School (G10) - Senior High School (G12) - Number of learners benefitting from the "School Feeding Program" - EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM - Increase in percentage of public schools conducting schools learning action cell sessions - Number of public schools' teachers and teaching-related staff trained - Support to School Governance and Operations 100% Operationalization of the FMIS; - SDO Management: Administrative - Prompt payment of salaries and benefits 100% filling-up of vacant items - SDO Management: Financial Management 98-100 % Obligation and Disbursement Rate - Office Administration and Performance Management - Compliance to complaints lodged at PAAC, 8888, and other oversight agencies within the prescribed timeline.



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TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure 2 of Office Memorandum No. 085, s. 2025

PERFORMANCE INDICATORS AND BEHAVIORAL COMPETENCIES SCALE

Items	Instructions																		
Performance Indicators	There shall be an interval of 5, viz: 5 (Outstanding): 96 -100% 4 (Very Satisfactory): 91-95% 3 (Satisfactory): 86-90% 2 (Unsatisfactory): 81-85% 1 (Poor): 80% and below																		
Competency Assessment under Part II of the Revised OPCRf per DM-OUHROD-2024-0586 Rating Competencies.	Rating Competencies. In part II of the OPCRf, the rater shall write the appropriate rating for each behavioral indicator observed using the 5-point rating scale shown in Table 1 below: Table 1. DepEd Competencies Scale <table><tr><th>Numerical Rating</th><th>Adjectival Rating</th><th>Definition</th></tr><tr><td>5</td><td>Role Model</td><td>Behavioral indicator is consistently exhibited and is worthy of emulation.</td></tr><tr><td>4</td><td>Consistently Demonstrated</td><td>Behavioral indicator is consistently shown.</td></tr><tr><td>3</td><td>Most of the time Demonstrated</td><td>Behavioral indicator is often shown.</td></tr><tr><td>2</td><td>Sometimes Demonstrated</td><td>Behavioral indicator is irregularly shown.</td></tr><tr><td>1</td><td>Rarely Demonstrated</td><td>Behavioral indicator is seldom shown.</td></tr></table>	Numerical Rating	Adjectival Rating	Definition	5	Role Model	Behavioral indicator is consistently exhibited and is worthy of emulation.	4	Consistently Demonstrated	Behavioral indicator is consistently shown.	3	Most of the time Demonstrated	Behavioral indicator is often shown.	2	Sometimes Demonstrated	Behavioral indicator is irregularly shown.	1	Rarely Demonstrated	Behavioral indicator is seldom shown.
Numerical Rating	Adjectival Rating	Definition																	
5	Role Model	Behavioral indicator is consistently exhibited and is worthy of emulation.																	
4	Consistently Demonstrated	Behavioral indicator is consistently shown.																	
3	Most of the time Demonstrated	Behavioral indicator is often shown.																	
2	Sometimes Demonstrated	Behavioral indicator is irregularly shown.																	
1	Rarely Demonstrated	Behavioral indicator is seldom shown.																	



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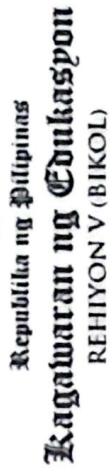
Enclosure 3 of Office Memorandum No. 087, s. 2025

SIGNATORIES OF THE OFFICE/ INDIVIDUAL PERFORMANCE COMMITMENT

Ratee	Rater	Approving Authority
Asst. Schools Division Superintendent	Schools Division Superintendent	Asst. Regional Director
Chief Education Supervisor	Asst. Schools Division Superintendent	Schools Division Superintendent
Education Program Supervisor/ Public Schools District Supervisor	Chief Education Supervisor	Asst. Schools Division Superintendent
Section Chief/ Unit Head	Chief Education Supervisor	Asst. Schools Division Superintendent
Staff	Section Chief/ Unit Head	Division Chief



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TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure 4 of Office Memorandum No. 08r, s. 2025

CY 2025 BED - 2

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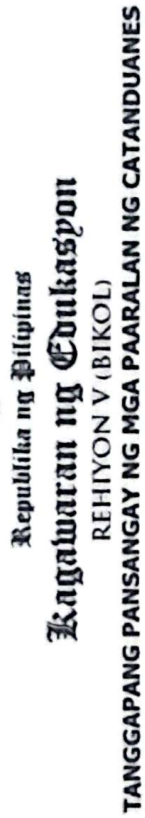
Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Department
Office of the Secretary
EDUCATION
Catanduanes Division Office
DepEd Catanduanes

Performance Indicators	UNICE CODE	Current Year Accomplishments			Physical Target (Budget Year)						Remarks
		Actual	Estimate	Total	1st	2nd	3rd	4th	5th	6th	
1. Percentage of ICT coverage a. Elementary	1	0	0	0 = 0%	0	0	0	0	0	0	0%
2. Junior High School											0%
3. Senior High School											0%
4. Number of a. New classrooms constructed											0%
b. New classrooms in-going construction											0%
5. Teachers and instructional learning resources provided for printing and delivery											0%
6. Number of equipment/units provided for distribution											0%
a. Science and Math											0%
b. Technical and Vocational Livelihood											0%
7. ICT											0%
8. Number of newly created learning modules		4.00	45.00	49.00	0.00	0.00	0.00	0.00	0.00	0.00	No target set for 2020
MELC/LE EDUCATION PROGRAM											
Outcome Indicators											
1. Percentage of services provided in a. Science Education (RPTC) Basic		0.00%	0.40%	0.40%	0.00%	0.00%	0.00%	0.00%	0.00%	0.40%	
b. Area Language subject Value Education (LIVE) Public and private		0.00%	0.04%	0.04%	0.00%	0.00%	0.00%	0.00%	0.00%	0.04%	
c. Regional Inclusive Education (RICE) Private		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	No target



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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Department : Department of Education (DepEd)
Agency : Office of the Secretary
Operating Unit : SDO CATANDUANES
Organization Code (UMCZ) : 07 001 000000

Particulars	UMCZ CODE	Current Year Accomplishments		Physical Target (Budget Base)					Remarks
		Actual	Estimate	1st	2nd	3rd	4th	Total	
1. Elementary (Grade 1)	1	0.00	37.68	37.68	0.00	0.00	0.00	37.68	2023P Target
2. Junior High School (Grade 10)	2	0.00	38.97	38.97	0.00	0.00	0.00	38.97	2023P Target
3. Senior High School (Grade 12)	3	0.00	19.43	19.43	0.00	0.00	0.00	19.43	2023P Target
Output Indicators									
1. Number of learners benefiting from the School-Based Feeding Program		0.00	6,808.00	6,808.00	0.00	0.00	0.00	13,616.00	
2. Number of graduates									
a. Education Service Contracting (ESC)									CSM
b. Senior High School Volunteer									CSM
c. Joint Delivery Volunteer Program									CSM
EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM									
Outcome Indicators									
1. Increase in percentage of public schools benefiting school learning action cell measures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Output Indicators									
1. Number of public school teachers and teaching assistant staff trained		1,417.00	2,194.00	3,611.00	0.00	0.00	0.00	5,802.00	2023P Target
		725.00	0.00	725.00	0.00	0.00	0.00	1,450.00	2023P Target

Prepared By: REY CRISTOFER LEZA BERNARDO MARY JANE ROMERO CECILIA TERESA CERO M
Planning Officer II Administrative Officer II Administrative Officer II Administrative Officer II
Date: _____ Date: _____ Date: _____ Date: _____
In coordination with: _____
Approved By: _____
Page 2 of 2



Department of Education
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)
ver Feb 2023

Name of Employee Position/Designation Review Period	MA JEANY T. ABAYON OIC, Assistant Schools Division Superintendent January to December 2023	Name of Rater Position Approving Authority Date of Review	BEBIANO I. BENTILLAS Assistant Regional Director GILBERT T. SACDAD
Standard/Bureau/Center/Service/Region/Division Statement of Purpose	Schools Division Office (SDO) of Cagayan. Office of the Schools Division Superintendent. The SDO ensures the promotion of equity in access and continuously improves the quality of basic education in the school division through leading in the development and implementation of the Division Education Development Plan (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 school division.		

PART I.A. COMMITMENT TO ORGANIZATIONAL OUTCOMES (BEN)

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 Appropriations Act (GAA) Programs/Subprograms, Basic Education Development Plan (BEDP) Pillars, Current Administration Agenda, 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 (Based on Office Functions)	Timeline	Weight Allocation	Performance Targets (Target Outcome/Output of the Bureau/Center/Service/Division aligned with the Outcome/Output Indicators in the Organizational Outcomes)	Rating Scale					Means of Verification (MOVN)	Actual Accomplishment (%)	RATINGS (CLE T)	AVERAGE (NET)	REQUESTED AVERAGE
Key Result Areas (KRAs) (Based on Office Mandates and Functions)	GAA Programs/ Subprograms	Organizational Outcomes Attribution (Refer to the GAA Programs/Subprogram and BEDP Current Administration Agenda)	Value (Numerical statistical output/percentage)	Description (expected outcome/output/percentage)	Schools with DEDP-aligned WSP	Quality Efficiency Timeliness	5 (Outstanding)	4 (Very Satisfactory)	3 (Satisfactory)	2 (Unsatisfactory)	1 (Poor)	DEDP List of schools with DEDP-aligned WSP	MONITOR	MONITOR	MONITOR	MONITOR
							80-100% of WSPs are aligned to DEDP Reviewed 80-100% WSPs	60-79% of WSPs are aligned to DEDP Reviewed 60-79% WSPs	40-59% of WSPs are aligned to DEDP Reviewed 40-59% WSPs	Less than 40% of WSPs are aligned to DEDP Reviewed less than 40% WSPs						
Strategic Leadership and Management	Education Policy Development Program Pillar 1: Access	High-Performing Teachers	Translated the Division Education Development Plan (DEDP) to operational plans that is aligned to the context and situation of the SDO	January to December 2023	3%	208	Satisfactory feedback from clients on issued implementation guidelines	80% of WSPs are aligned to DEDP Reviewed 80-100% WSPs	60% of WSPs are aligned to DEDP Reviewed 60-79% WSPs	40% of WSPs are aligned to DEDP Reviewed 40-59% WSPs	Less than 40% of WSPs are aligned to DEDP Reviewed less than 40% WSPs	Division	MONITOR	MONITOR	MONITOR	MONITOR
			Established implementing guidelines on the implementation of PPAs	January to December 2023	2%	100%	Satisfactory feedback from clients on issued implementation guidelines	80% of WSPs are aligned to DEDP Reviewed 80-100% WSPs	60% of WSPs are aligned to DEDP Reviewed 60-79% WSPs	40% of WSPs are aligned to DEDP Reviewed 40-59% WSPs	Less than 40% of WSPs are aligned to DEDP Reviewed less than 40% WSPs	Memoranda on the implementing guidelines on the implementation of PPAs, Substantive feedback report	MONITOR	MONITOR	MONITOR	MONITOR
			Established mechanism for effective implementation of PPAs through completed education resources	January to December 2023	5%	5	Completed education resources	80% of WSPs are aligned to DEDP Reviewed 80-100% WSPs	60% of WSPs are aligned to DEDP Reviewed 60-79% WSPs	40% of WSPs are aligned to DEDP Reviewed 40-59% WSPs	Less than 40% of WSPs are aligned to DEDP Reviewed less than 40% WSPs	Letters of appreciation from the DEIC, Feedback report of researchers, Certificates of Appreciation	MONITOR	MONITOR	MONITOR	MONITOR
			Ensured effective management and implementation of curriculum in the SDO in compliance to quality standards	January to December 2023	6%	11	Curriculum-related projects and activities implemented	80% of WSPs are aligned to DEDP Reviewed 80-100% WSPs	60% of WSPs are aligned to DEDP Reviewed 60-79% WSPs	40% of WSPs are aligned to DEDP Reviewed 40-59% WSPs	Less than 40% of WSPs are aligned to DEDP Reviewed less than 40% WSPs	Approved proposals and Curriculum Implementation Accomplishment Reports, Division Memoranda, MLE Test, TARA, TAP	MONITOR	MONITOR	MONITOR	MONITOR

[illegible]

PART 1-B: INNOVATING AND INTERVENING ACCOMPLISHMENTS (20%)

Part 1-B. Innovating and Intervening Accomplishments (20%)

TO BE FILLED IN DURING PLANNING

YOU CAN FIND

[illegible]

Process improvement	Schemed core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization	Within the rating period	5%	Improvement/reduction on 1 all of the service standards 1. no. of documentary requirements 2. total processing time 3. transaction cost 4. client step/agency action steps 5. no. of signatures	Improvement/reduction on 2,3 service standards 1. no. of documentary requirements 2. total processing time 3. transaction cost 4. client step/agency action steps 5. no. of signatures	Improvement/reduction on 1 service standards 1. no. of documentary requirements 2. total processing time 3. transaction cost 4. client step/agency action steps 5. no. of signatures	No change in no. of documentary requirements total processing time transaction cost, process steps, signatures	KIDV02	KIDV02	KIDV02
				Streamlined and/or digitized 76% of the office core processes identified in the QMS planning documents	Streamlined and/or digitized 81% of the office core processes identified in the QMS planning documents	Streamlined and/or digitized 25% of the office core processes identified in the QMS planning documents				
				Efficiency	Efficiency	Efficiency				
				Timeliness	Timeliness	Timeliness				
Client Satisfaction	Achieved 100% resolution and compliance rate to #1033 and CCB requests within the prescribed processing time (simple - 3 days, complex - 7 days, highly technical - 20 days) with at least 90% client satisfaction on the Client Satisfaction Measurement	Within the rating period	5%	95.0% - 100% (Outstanding) overall average on the results of the Client Satisfaction Measurement (CSM)	90.0% - 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	Show 80.0% (Good) overall average on the results of the CSM 9% resolution and compliance rate to #1033 and CCB complaints No complaint acted upon and resolved	KIDV02	KIDV02	KIDV02
				Quality	Quality	Quality				
				Efficiency	Efficiency	Efficiency				
				Timeliness	Timeliness	Timeliness				

MA JEANY ABAYON
S.A.T.E.C.

BERIANO BANTILLAS
S.A.T.E.C.

GILBERT T. BASOAG
S.A.T.E.C.

Part 1-C: Total Score: 80/100