DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
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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. 085, 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: 1. Commitments on the Organizational Outcomes and Performance Indicators a. EDUCATION POLICY DEVELOPMENT PROGRAM - Percentage of satisfactory feedback from clients on issued policies - Number of education researches completed b. BASIC EDUCATION INPUTS PROGRAM - Number of newly-created teaching positions filled up c. INCLUSIVE EDUCATION PROGRAM - Percentage of learners enrolled in: a. SPED (public) b. ALIVE (both public and private) c. IPED (public) d. Alternative Learning System - Percentage of learners provided with learning resources -Number of schools offering the following programs: a. ALIVE b. IPED c. SPED - Number of public schools provided with learning resources d. SUPPORT TO SCHOOLS AND LEARNERS PROGRAM - Retention rate (SY 2023-2024) a. Elementary b. Secondary (Grade 7 to 12) - Completion Rate (SY 2023-2024) a. Elementary b. Secondary (Grade 7 to 12) - Proportion of learners achieving at least nearly proficient in the National Achievement Test a. Elementary (G6) b. Junior High School (G10) c. Senior High School (G12) - Number of learners benefitting from the "School Feeding Program e. 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 2. Support to School Governance and Operations • 100% Operationalization of the PMIS; 3. SDO Management: Administrative • Prompt payment of salaries and benefits • 100% filling-up of vacant items 4. SDO Management: Financial Management • 98-100 % Obligation and Disbursement Rate 5. Office Administration and Performance Management • Compliance to complaints lodged at PAAC, 8888, and other oversight agencies within the prescribed timeline

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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**

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. 087, s. 2025

CY 2025 BED – 2

FY 2025 PHYSICAL PLAN

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

RECEIVED: BUDGET OFFICE
DATE: NOV 22 2024

Performance	UACS CODE	Planned Fund Commitments				Physical Target (Budget Year)				Variance	Remarks
		Actual	Estimate	Total	Total	1st	2nd	3rd	4th		
1	2	3	4	5 = 3 + 4	6 = Total/4	7	8	9	10	11	12
EDUCATION POLICY DEVELOPMENT PROGRAM	[illegible]										
Outcome Indicators											
1. Percentage of completed education researches used for policy development											Clar
2. Percentage of satisfactory feedback from clients on issued policies											Clar
Output Indicators											
1. Number of policies formulated, reviewed, and issued											Clar
2. Number of education researches conducted		4.00	0.00	4.00	3.00	0.00	0.00	0.00	0.00		
3. Number of proposed policies reviewed											Clar
BASIC EDUCATION INPUTS PROGRAM	[illegible]										
Customer Indicators											
1. Percentage of public schools meeting the standard ratio for teachers											
a. Elementary		83.19%	0.00%	83.19%	83.19%	0.00%	0.00%	0.00%	83.19%		+4 ES with teacher shortage based from PSA
b. Junior High School		91.30%	0.00%	91.30%	91.30%	0.00%	0.00%	0.00%	91.30%		4 JHS with teacher shortage based from DBM
c. Senior High School		87.14%	0.00%	87.14%	87.14%	0.00%	0.00%	0.00%	87.14%		13 SHS with teacher shortage based from PSA
2. Percentage of public schools meeting the standard ratio for classrooms											
a. Grades 1-10											Clar
b. Senior High School											Clar
3. Percentage of public schools provided with Information and Communications											

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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 (UACS) : 07 001 0000000

Performance	UACS CODE	Current Year Accomplishments			Physical Target (Budget Year)					Variance	Remarks
		Actual	Estimate	Total	Total	1st	2nd	3rd	4th		
1	2	3	4	5 = 3 + 4	6 = 7+8+9+10	7	8	9	10	11	12
Technology (ICT) damage											
a. Elementary											Clear
b. Junior High School											Clear
c. Senior High School											Clear
Output Indicators											
1. Number of:											
a. New classrooms constructed											Clear
b. New classrooms on-going construction											Clear
c. Textbooks and instructional/learning materials procured for printing and delivery											Clear
2. Number of equipment/tools procured for distribution											
a. Science and Math											Clear
b. Technical and Vocational Livelihood											Clear
c. ICT											Clear
3. Number of newly-created teaching positions											
Filled up		4.00	45.00	49.00	0.00	0.00	0.00	0.00	0.00		No deployment yet per DO-2
INCLUSIVE EDUCATION PROGRAM	310000000000000										
Outcome Indicators											
1. Percentage of learners enrolled in:											
a. Special Education (SPED) public		0.00%	0.42%	0.42%	0.42%	0.00%	0.00%	0.00%	0.42%		
b. Arabic Language Islamic Values Education (ALIVE) public and private		0.00%	0.04%	0.04%	0.04%	0.00%	0.00%	0.00%	0.04%		
c. Indigenous Peoples Education (IPEd) - public		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		No IPED

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Department : Department of Education (DepEd)
Agency : Office of the Secretary
Operating Unit : SDO CATANDUANES
Organization Code (UACS) : 07 501 [illegible]

Particulars	UACS CODE	Current Year Accomplishments			Physical Target (Budget Year)					Variance	Remarks
		Actual	Estimate	Total	Total	1st	2nd	3rd	4th		
1	2	3	4	5 = 3+4	6 = 7+8+9+10	7	8	9	10	11	12
d. Alternative Learning System (ALS)		0.00%	9.73%	9.73%	9.43%	0.00%	0.00%	0.00%	9.43%		
2. Percentage of learners provided with learning resources		100.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%		
Output Indicators											
1. Number of schools offering the following programs											
a. ALIVE - public and private		4.00	0.00	4.00	4.00	0.00	0.00	0.00	4.00		
b. IPED - public		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		No IPED
c. SPED - public		78.00	0.00	78.00	78.00	0.00	0.00	0.00	78.00		
2. Number of public schools provided with learning resources		258.00	0.00	258.00	258.00	0.00	0.00	0.00	258.00		With ten (10) integrated Schools
3. Percentage of reported errors in learning resources addressed											CMS
SUPPORT TO SCHOOLS AND LEARNERS PROGRAM	310400000000000										
Outcome Indicators											
1. Retention rate											
a. Elementary		0.00%	97.93%	97.93%	99.70%	0.00%	0.00%	0.00%	99.70%		DepEd Target
b. Secondary (Grade 7 to 12)		0.00%	93.66%	93.66%	100.00%	0.00%	0.00%	0.00%	100.00%		DepEd Target
2. Completion rate											
a. Elementary		0.00%	90.01%	90.01%	88.23%	0.00%	0.00%	0.00%	88.23%		DepEd Target
b. Secondary (Grade 7 to 12)		0.00%	71.67%	71.67%	68.52%	0.00%	0.00%	0.00%	68.52%		DepEd Target
3. Proportion of the learners achieving at least nearly proficient in National Achievement Test (NAT)											

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Department : Department of Education (DepEd)
Agency : Office of the Secretary
Operating Unit : SDO CATANDUANES
Organization Code (UACS) : 07 001 0300005

Particulars	UACS CODE	Current Year Accomplishments			Physical Target (Budget Year)					Variance	Remarks
		Actual	Estimate	Total	Total	1st	2nd	3rd	4th		
1	2	3	4	5 = 3+4	6 = 7+8+9+10	7	8	9	10	11	12
a. Elementary (Grade 6)		0.00	37.66	37.66	36.53	0.00	0.00	0.00	36.53		DEDP Target
b. Junior High School (Grade 10)		0.00	38.67 33.20	38.67	33.98	0.00	0.00	0.00	33.98		DEDP Target
c. Senior High School (Grade 12)		0.00	10.43	10.43	12.43	0.00	0.00	0.00	12.43		DEDP Target
Output Indicators											
1. Number of learners benefiting from the School Based Feeding Program		0.00	6,906.00	6,906.00	12,392.00	0.00	0.00	0.00	12,392.00		
2. Number of grantees											
a. Education Service Contracting (ESC)											CMI
b. Senior High School Voucher											CMI
c. Joint Delivery Voucher Program											CMI
EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM	310500000000000										
Outcome Indicators											
1. Increase in percentage of public schools conducting school learning action cell sessions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Output Indicators											
1. Number of public school teachers and teaching-related staff trained		1,417.00	2,194.00	3,611.00	3,852.00	0.00	0.00	0.00	3,852.00		
		755.00	0.00	755.00	236.00	0.00	0.00	0.00	236.00		

Prepared By:

REY C. SORAYON
Planning Officer III
Date

In coordination with:

LIZA P. BERNARDO
Administrative Officer V (Budget Officer)
Date

In coordination with:

MARY JEANES. ROMERO
Chief Education Supervisor (SGOD)
Date

Approved By:

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

The report was generated using the Unified Reporting System on November 30, 2023 1:01 PM. BED Level 01 - Agency Submission (NOT). Status : SUBMITTED

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Annex B

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Department of Education

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)

ver.Feb2025

Name of Employee	MA. JEANY T. ABAYON	Name of Rater	BEBIANO I. SENTILLAS
Position/Designation	OIC - Assistant Schools Division Superintendent	Position	Assistant Regional Director
Review Period	January to December 2025	Approving Authority	GILBERT T. BADSAD
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 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 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 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, 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)		Performance Measure (Quality, Efficiency, Timeliness)	Rating Scale					Means of Verification (MOVs)	Actual Accomplishments	RATING (Q,E,T)	AVERAGE (QET)	WEIGHTED AVERAGE
Key Result Areas (KRA) (Based on Office Mandate and Functions)	Organizational Outcome Attribution (Refer to the GAA Programs/Subprogram and BEDP)						Value (numerical, statistical, trend)	Description (expected outcome/ output/service)		5 (Outstanding)	4 (Very Satisfactory)	3 (Satisfactory)	2 (Unsatisfactory)	1 (Poor)					
	GAA Programs/ Subprograms	BEDP Pillars	Current Administration Agenda																
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 2025	3%	268	Schools with DEDP-aligned WFP	Quality	96-100% of WFPs are aligned to DEDP	91-95% of WFPs are aligned to DEDP	86-90% of WFPs are aligned to DEDP	81-85% of WFPs are aligned to DEDP	Less than 81% of WFPs are aligned to DEDP	DEDP, List of schools with DEDP-aligned WFP			#DIV/0!	#DIV/0!
									Efficiency	Reviewed 96-100% WFPs	Reviewed 91-95% WFPs	Reviewed 86-90% WFPs	Reviewed 81-85% WFPs	Reviewed less than 81% WFPs					
									Timeliness										
				Established implementing guidelines on the implementation of PPAs	January to December 2025	2%	100%	Satisfactory feedback from clients on issued implementing guidelines	Quality	96% - 100% satisfactory feedback from clients on issued implementing guidelines	91% to 95% satisfactory feedback from clients on issued implementing guidelines	86% to 90% satisfactory feedback from clients on issued implementing guidelines	81% to 85% satisfactory feedback from clients on issued implementing guidelines	Below 81% satisfactory feedback from clients on issued implementing guidelines	Division Memoranda on the implementing guidelines on the implementation of PPAs, Satisfactory feedback report			#DIV/0!	#DIV/0!
									Efficiency	Issued 5 implementing guidelines	Issued 4 implementing guidelines	Issued 3 implementing guidelines	Issued 2 implementing guidelines	Issued 1 implementing guideline					
									Timeliness										
				Established mechanism for effective implementation of PPAs through completed education researches	January to December 2025	5%	5	Completed education researches	Quality	5 submitted researches are aligned with the BERA	4 submitted researches are aligned with the BERA	3 submitted researches are aligned with the BERA	2 submitted researches are aligned with the BERA	1 submitted research is aligned with the BERA	Letters of approval from the RRC, hardbound copies of researches, Certificates of			#DIV/0!	#DIV/0!
									Efficiency	Submitted 5 researches	Submitted 4 researches	Submitted 3 researches	Submitted 2 researches	Submitted 1 research					
									Timeliness										
				Ensured effective management and implementation of curriculum in the SDO in compliance to quality standard.	January to December 2025	5%	11	Curriculum related programs, projects, and activities implemented	Quality	10 to 11 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	8 to 9 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	6 to 7 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	4 to 5 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	3 or less implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	Approved proposals and Compulsory Accomplishment Reports, Division Memoranda, M&E Tool, TANA, TAF, TAR			#DIV/0!	#DIV/0!
									Efficiency	10 to 11 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	8 to 9 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	6 to 7 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	4 to 5 implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs	3 or less implemented curriculum-related PPAs including SPED, ALIVE, and ALS were completely documented, evidenced by all MOVs					
			Enhanced						Timeliness										

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riculum Implementation	Inclusive Education	Pillar 3: Quality	Governance Structure to Ensure Efficient and Supportive Education System	Ensured effective management and/ or implementation of learning assessments in schools and learning centers for better learning outcomes	January to December 2025	5%	8	Reports on assessment of learning outcomes submitted to the SDO	Quality	8 to 9 learning assessment reports contain analysis and recommendations	6 to 7 learning assessment reportscontain analysis and recommendations	4 to 5 learning assessment reports contain analysis and recommendations	2 to 3 learning assessment reports contain analysis and recommendations	1 learning assessment report contains analysis and recommendations	Consolidated report on learning assessment			#DIV/0!	#DIV/0!
									Efficiency	8 to 9 learning assessment reports were submitted to the SDO	6 to 7 learning assessment reports were submitted to the SDO	4 to 5 learning assessment reports were submitted to the SDO	2 to 3 learning assessment reports were submitted to the SDO	1 learning assessment report was submitted to the SDO					
									Timeliness										
				Managed the implementation of policies, guidelines, and standards in the development and/ or contextualization of learning resources.	January to December 2025	5%	268	Schools and learning centers accessed and/or utilized learning resources	Quality	96% to 100% of learners provided with learning resources	91% to 95% of learners provided with learning resources	85% to 90% of learners provided with learning resources	81% to 85% of learners provided with learning resources	Below 81% of learners provided with learning resources	Report on the developed and/ or contextualized learning resources. Consolidated report on the utilization of learning resources			#DIV/0!	#DIV/0!
									Efficiency	96% to 100% of Schools and learning centers accessed and/or utilized learning resources	91% to 95% of Schools and learning centers accessed and/or utilized learning resources	86% to 90% of Schools and learning centers accessed and/or utilized learning resources	81% to 85% of Schools and learning centers accessed and/or utilized learning resources	Below 81% of Schools and learning centers accessed and/or utilized learning resources					
									Timeliness										
Support to School Governance and Operations	Support to Schools and Learner Program	Pillar 4: Resiliency and Well-Being	Improved Education Quality through Upgraded Curriculum, Modernized Assessment and Digitally-Enabled Schools	Established a mechanism for monitoring implementation of PPAs in the SDO	January to December 2025	5%	100%	Operationalization of the PMES	Quality	96% to 100% funded PPAs have approved WFP	91% to 95% funded PPAs have approved WFP	86% to 90% funded PPAs have approved WFP	81% to 85% funded PPAs have approved WFP	Below 81% of the funded PPAs have approved WFP	Generated PMES Summary Reports			#DIV/0!	#DIV/0!
									Efficiency	96% to 100% funded PPAs were verified complete	91% to 95% funded PPAs were verified complete	86% to 90% funded PPAs were verified complete	81% to 85% funded PPAs were verified complete	Below 81% of the funded PPAs were verified complete					
									Timeliness										
				Provided strategic directions on support for school management and operations.	January to December 2025	2%	5	Contextualized policies/ guidelines on school management	Quality	5 contextualized policies/ guidelines were aligned with the DepEd strategic goals and directions, compliant with DepEd policies & guidelines on school management and operations, and relevant to the schools/ stakeholders needs	4 contextualized policies/ guidelines were aligned with the DepEd strategic goals and directions, compliant with DepEd policies & guidelines on school management and operations, and relevant to the schools/ stakeholders needs	3 contextualized policies/ guidelines were aligned with the DepEd strategic goals and directions, compliant with DepEd policies & guidelines on school management and operations, and relevant to the schools/ stakeholders needs	2 contextualized policies/ guidelines were aligned with the DepEd strategic goals and directions, compliant with DepEd policies & guidelines on school management and operations, and relevant to the schools/ stakeholders needs	1 contextualized policies/ guidelines were aligned with the DepEd strategic goals and directions, compliant with DepEd policies & guidelines on school management and operations, and relevant to the schools/ stakeholders needs	Issued Division Memoranda on the 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 policy/ guideline was approved and issued					
									Timeliness										
				Ensured the operationalization of the L&D Systems in the SDO.	January to December 2025	3%	268	Schools conducted LAC sessions based on LDNA reports	Quality	96% to 100% of the approved LAC sessions were based on LDNA reports	91% to 95% of the approved LAC sessions were based on LDNA reports	85% to 90% of the approved LAC sessions were based on LDNA reports	81% to 85% of the approved LAC sessions were based on LDNA reports	Below 81% of the approved LAC sessions were based on LDNA reports	LDNA Report, Approved Training Proposals, Accomplishment report with documentations			#DIV/0!	#DIV/0!
									Efficiency	96% to 100% of Schools conducted LAC sessions	91% to 95% of Schools conducted LAC sessions	86% to 90% of Schools conducted LAC sessions	81% to 85% of Schools conducted LAC sessions	80% and below of Schools conducted LAC sessions					
									Timeliness										
				Properly and promptly provided personnel action on benefits and compensation.	January to December 2025	1%	5	Duly signed disbursement voucher/ payroll	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 disbursement vouchers/ payroll			#DIV/0!	#DIV/0!
									Efficiency	5 Duly signed disbursement vouchers/ payrolls of identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc.	4 Duly signed disbursement vouchers/ payrolls of identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc.	3 Duly signed disbursement vouchers/ payrolls of identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc.	2 Duly signed disbursement vouchers/ payrolls of identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc.	1 Duly signed disbursement voucher/ payroll of identified personnel qualified for application/ implementation of ERF, step increment, loyalty award, etc.					
									Timeliness										
				Filled up vacant positions for teaching, teaching related and non teaching positions	January to December 2025	1%	100%	Vacant teaching, teaching-related, and non-teaching positions has been filled/ issued	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	Attested appointment, updated PSIPOP, generated PMES report on filled and unfilled newly-created position items			#DIV/0!	#DIV/0!
									Efficiency	96%-100% of the vacant positions has been filled	91% to 95% of the vacant positions has been filled	86% to 90% of the vacant positions has been filled	81% to 85% of the vacant positions has been filled	Below 81% of the vacant positions has been filled					
									Timeliness										
SDO Management (Administrative)	Education Human Resource Development Program	Enabling Mechanisms Governance Management	Empowered Graduates Fit for Employment, Entrepreneurship, or	Established an updated, accurate well-planned and coordinated system for records management and generated services thru the Document Tracking System.	January to December 2025	1%	4	Activities for record management implemented	Quality	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	Registry of received & released documents, DoTS Summary of received and released documents, e-file of			#DIV/0!	#DIV/0!
									Efficiency	4 activities for record management were implemented	3 activities for record management were implemented	2 activities for record management were implemented	1 activity for record management were implemented	No record management implemented					

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			Higher Education						Timeliness											
				Provided SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd	January to December 2025	1%	100%	Procured and/ or received supplies, materials and equipment provided to the SDO units, Schools and Learning Centers	Quality	96% to 100% of the procured and/ or received supplies, materials, and equipment were provided to SDO units, schools, and learning centers	91% to 95% of the procured and/ or received supplies, materials, and equipment were provided to SDO units, schools, and learning centers	86% to 90% of the procured and/ or received supplies, materials, and equipment were provided to SDO units, schools and learning centers	81% to 85% 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	records, logbooks Updated inventory of division assets, Inventory Custodian Slip (ICS), Report on Physical Count of Semi-Expendable Property & Equipment, Property Acknowledgement Receipt, Report on Physical Count of Property, Plant & Equipment, Number			#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					
									Timeliness											
				Ensured compliance to procurement laws, rules, and regulations	January to December 2025	1%	20	Procurement activities are in accordance with RA 12009 and its Implementing Rules and Regulations (IRR)	Quality	96% to 100% of the activities are completely supported by the required procurement documents	91% to 95% of the activities are completely supported by the required procurement documents	86% to 90% of the activities are completely supported by the required procurement documents	81% to 85% of the activities are completely supported by the required procurement documents	Below 81% 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 Posting Report, Procurement Timelines, BAC Meeting Minutes, BAC Resolutions			#DIV/0!	#DIV/0!
									Efficiency	18 - 20 procurement activities have been completed	15-17 procurement activities have been completed	12-14 procurement activities have been completed	9-11 procurement activities have been completed	less than 9 procurement activities have been completed					
									Timeliness											
SDO Management (Financial Management)	Education Human Resource Development Program	Enabling Mechanisms - Governance Management	Empowered Graduates Fit for Employment, Entrepreneurship, or Higher Education	Downloaded school MOOE to 278 Elementary, Junior High and Senior High School (level of governance)	January to December 2025	1%	278	Schools fund allocation were downloaded in full	Quality	96-100% of the Elementary, Junior High and Senior High School (level of governance) were downloaded with fund	91-95% of the Elementary, Junior High and Senior High School (level of governance) were downloaded with fund	86-90% of the Elementary, Junior High and Senior High School (level of governance) were downloaded with fund	81-85% of the Elementary, Junior High and Senior High School (level of governance) were downloaded with fund	Less than 81% of the Elementary, Junior High and Senior High School (level of governance) were downloaded with fund	Report of Downloaded Funds and Utilization by quarter (School MOOE)			#DIV/0!	#DIV/0!
									Efficiency	265 to 277 Elementary, Junior High and Senior High School (level of governance) have complete supporting documents	252 to 264 Elementary, Junior High and Senior High School (level of governance) have complete supporting documents	239 to 251 Elementary, Junior High and Senior High School (level of governance) have complete supporting documents	224 to 237 Elementary, Junior High and Senior High School (level of governance) have complete supporting documents	Less than 224 Elementary, Junior High and Senior High School (level of governance) have complete supporting documents					
									Timeliness											
				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	January to December 2025	0.50%	264 (95% of the 278 schools)	Schools and learning centers that have liquidated cash advances	Quality	96-100% of cash advance are liquidated	91-95% of cash advance are liquidated	86-90% of cash advance are liquidated	81-85% of cash advance are liquidated	Less than 81% of cash advance are liquidated	Liquidation Reports of Schools with CDRs and JEVs			#DIV/0!	#DIV/0!
									Efficiency											
									Timeliness	96-100% of cash advance are liquidated within prescribed period	91-95% of cash advance are liquidated within prescribed period	86-90% of cash advance are liquidated within prescribed period	81-85% of cash advance are liquidated within prescribed period	Less than 81% of cash advance are liquidated within prescribed period					
				Allocations received by Schools Division Office of Catanduanes for implementation of various programs and projects are utilized according to timeline/schedules	January to December 2025	0.50%	100%	Obligated and disbursed downloaded funds	Quality	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	Less than 81% of budget allocations were obligated within the fiscal year	Financial Accountability Reports (FARs)			#DIV/0!	#DIV/0!
									Efficiency	96 - 100% of budget obligated were disbursed within the fiscal year	91 - 95% of budget obligated were disbursed within the fiscal year	86 - 90% of budget obligated were disbursed within the fiscal year	81 - 85% of budget obligated were disbursed within the fiscal year	Less than 81% of budget obligated were disbursed within the fiscal year					
									Timeliness											
				Prepared and reviewed contracts, Memorandum of Agreements (MOA) and instruments to which the	January to December	2%	10	Contracts/MOA prepared	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 re			#DIV/0!	#DIV/0!
									Efficiency	9 to 10 contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	7 to 8 contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	5 to 6 contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	3 to 4 contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided	1 to 2 contracts, memorandum of agreements, deed of donations, compromise agreements, and other legal documents were provided					

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SDO Management (Legal Services)	Education Human Resource Development Program	Enabling Mechanisms - Governance Management	Empowered Graduates Fit for Employment, Entrepreneurship, or Higher Education	Division or any of its offices and schools is a party and interprets the provisions therein.	2025			and reviewed	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	Contract				
				Interpreted laws and rules affecting the implementation of various Division Programs.	January to December 2025	2%	5	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	Copy of Recommendation or legal opinion			#DIV/0!	#DIV/0!
									Efficiency	5 request were provided	4 request were provided	3 request were provided	2 request were provided	1 request was 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	January to December 2025	1%	5	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 of issued electronic Certificate of no pending Case	With 4th revision on issued electronic Certificate of no pending Case	Printed Copy of Electronic Certification of No pending administrative case			#DIV/0!	#DIV/0!
									Efficiency	5 request for Certification of No pending administrative case were provided	4 request for Certification of No pending administrative case were provided	3 request for Certification of No pending administrative case were provided	2 request for Certification of No pending administrative case were provided	1 request for Certification of No pending administrative case were provided					
									Timeliness										
SDO Management (ICT Systems Management)	Education Human Resource Development Program	Enabling Mechanisms - Governance Management	Empowered Graduates Fit for Employment, Entrepreneurship, or Higher Education	Managed and maintained the Information and Communication Technology(ICT) Systems and Infrastructure of the Division to effectively support	January to December 2025	1%	10	Functional ICT System	Quality	8 to 10 installed ICT systems and infra are functional	6 to 7 installed ICT systems and infra are functional	4 to 5 installed ICT systems and infra are functional	2 to 3 installed ICT systems and infra are functional	1 installed ICT system and infra is functional	Maintenance & Monitoring Plan Reports			#DIV/0!	#DIV/0!
									Efficiency										
									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 schools to ensure effective utilization of the systems	January to December 2025	1%	268	Approved School ICT Plan and Accomplishment Report	Quality	96-100% of the schools have approved ICT plan	91-95% of the schools have approved ICT plan	86-90% of the schools have approved ICT plan	81-85% of the schools have approved ICT plan	less than 81% of the schools have approved ICT plan	ICT plan and accomplishment reports			#DIV/0!	#DIV/0!
									Efficiency	96-100% schools submitted accomplishment report	91-95% schools submitted accomplishment report	86-90% schools submitted accomplishment report	81-85% schools submitted accomplishment report	less than 81% schools submitted accomplishment report					
									Timeliness										
				Coordinated with Central Office and other ICT units across levels regarding the implementation of National ICT and ICT-related programs	January to December 2025	1%	4	Reports on all ICT related activities and programs	Quality	96-100%National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	91-95% National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	86-90% National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	81-85% National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	Less than 81% National ICT and ICT-related programs was properly coordinated with Central Office and other ICT units across levels	Submitted ICT related reports on time, Accomplished request for technical assistance form			#DIV/0!	#DIV/0!
									Efficiency	4 submissions of required ICT related reports to Central Office and other ICT units across levels	3 submissions of required ICT related reports to Central Office and other ICT units across levels	2 submissions of required ICT related reports to Central Office and other ICT units across levels	1 submission of required ICT related reports to Central Office and other ICT units across levels	No submission of required ICT related reports to Central Office and other ICT units across levels					
									Timeliness										
Partnership and Linkages	Support to Schools and Learners Program	Pillar 4 Resiliency and Well-Being	Improved Education Quality through Upgraded Curriculum, Modernized Assessment, and	Identified resource needs and potential donors	January to December 2025	2%	5	Reports on all ICT related activities and programs	Quality	5 donors of education-related program/ project have profile and were identified through the identified resource needs	4 donors of education-related program/ project have profile and were identified through the identified resource needs	3 donors of education-related program/ project have profile and were identified through the identified resource needs	2 donors of education-related program/ project have profile and were identified through the identified resource needs	1 donor of education-related program/ project have profile and were identified through the identified resource needs	Profile of potential donors based on resource needs			#DIV/0!	#DIV/0!
									Efficiency	Has identified 5 donors of education-related program/ project	Has identified 4 donors of education-related program/ project	Has identified 3 donors of education-related program/ project	Has identified 2 donors of education-related program/ project	Has identified 1 donor of education-related program/ project					
									Timeliness										
				Created opportunities for partnership in relevant areas	January to December 2025	2%	5	Identified donors of education-related program/	Quality	Stakeholders' convergence/ partnership engagements were conducted which established by 5 partnerships	Stakeholders' convergence/ partnership engagements were conducted which established 4 partnerships	Stakeholders' convergence/ partnership engagements were conducted which established 3 partnerships	Stakeholders' convergence/ partnership engagements were conducted which established 2 partnerships	Stakeholders' convergence/ partnership engagements were conducted which established 1 partnership	Signed MOAs/ MOUs, Support/ Assistance received with applicable support documents (e.g. contracts			#DIV/0!	#DIV/0!
									Efficiency										

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			Digitally-Enabled Schools					project	Timeliness	5 Stakeholders' convergence/ partnership engagements conducted	4 Stakeholders' convergence/ partnership engagements conducted	3 Stakeholders' convergence/ partnership engagements conducted	2 Stakeholders' convergence/ partnership engagements conducted	1 Stakeholders' convergence/ partnership engagement conducted	pledges, etc.)				
				Established effective M&E for partnership sustainability	January to December 2025	1%	268	Schools participated in DPDS submission	Quality	The M&E Tool for sustained partnership is utilized evidenced by 96% to 100% accomplishment of DPDS	The M&E Tool for sustained partnership is utilized evidenced by 91% to 95% accomplishment of DPDS	The M&E Tool for sustained partnership is utilized evidenced by 86% to 90% accomplishment of DPDS	The M&E Tool for sustained partnership is utilized evidenced by 81% to 85% accomplishment of DPDS	The M&E Tool for sustained partnership is utilized evidenced by less than 81% accomplishment of DPDS	DPDS Submission Report			#DIV/0!	#DIV/0!
									Efficiency											
									Timeliness	96% to 100% accomplishment of DPDS within the reporting period	91-95% accomplishment of DPDS within the reporting period	86-90% accomplishment of DPDS within the reporting period	81-85% accomplishment of DPDS within the reporting period	less than 81% accomplishment of DPDS within the reporting period					
Office Administration and Performance Management	Education Human Resource Development Program	Enabling Mechanisms - Governance Management	Empowered Graduates Fit for Employment, Entrepreneurship, or Higher Education	Established and maintained systems and processes geared towards administrative effectiveness and efficiency	January to December 2025	2%	5	Ways of posting citizen charter	Quality	The citizen charter contains 5 service requirements: the client steps/ procedures, agency action, fees to be paid (if necessary), processing time and person responsible	The citizen charter contains 4 service requirements	The citizen charter contains 3 service requirements	The citizen charter contains 2 service requirements	The citizen charter contains 1 service requirement	Citizen Charter			#DIV/0!	#DIV/0!
									Efficiency	The citizen charter is posted in 4 different ways	The citizen charter is posted in 3 different ways	The citizen charter is posted in 2 different ways	The citizen charter is posted in 1 way	The citizen charter is not posted					
									Timeliness											
				Promoted a culture of excellence, innovation, and collaboration through awards and recognition and CCSS results and analysis	January to December 2025	1%	1	Satisfied clients/ customers as evidenced by CCSS rating and employee awards and recognition	Quality	Received an average CCSS rating of 96-100%	Received an average CCSS rating of 91-95%	Received an average CCSS rating of 86-90%	Received an average CCSS rating of 81-85%	Received an average CCSS rating less than 81%	CCSS Results and Analysis, List of employee awardees			#DIV/0!	#DIV/0!
									Efficiency	96-100% of clients/ customers are satisfied as evidenced by CCSS rating and employee awards and recognition	91-95% of clients/ customers are satisfied as evidenced by CCSS rating and employee awards and recognition	86-90% of clients/ customers are satisfied as evidenced by CCSS rating and employee awards and recognition	81-85% of clients/ customers are satisfied as evidenced by CCSS rating and employee awards and recognition	Less than 81% of clients/ customers are satisfied as evidenced by CCSS rating and employee awards and recognition					
									Timeliness											
				Managed the timely and accurate release of information and communication materials	January to December 2025	1%	5	Information, Education, Communication (IEC) materials requested for release	Quality	5 IEC materials were released accurately following the standard procedures	4 IEC materials were released accurately following the standard procedures	3 IEC materials were released accurately following the standard procedures	2 IEC materials were released accurately following the standard procedures	1 IEC material was released accurately following the standard procedures	List of released developed EIC materials			#DIV/0!	#DIV/0!
									Efficiency	5 IEC materials were released	4 IEC materials were released	3 IEC materials were released	2 IEC materials were released	1 IEC materials were released					
									Timeliness											
				Conducted periodic monitoring and evaluation of office/ staff performance for the provision of relevant learning and development programs.	January to December 2025	1%	4	Personnel monitoring and evaluation for the provision of relevant learning and development programs	Quality	96-100% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	91-95% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	86-90% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	81-85% of the personnel were monitored and evaluated for the provision of relevant learning and development programs	Less than 81% 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			#DIV/0!	#DIV/0!
									Efficiency	4 Personnel monitoring and evaluation conducted	3 Personnel monitoring and evaluation conducted	2 Personnel monitoring and evaluation conducted	1 Personnel monitoring and evaluation conducted	No Personnel monitoring and evaluation conducted					
									Timeliness											
																		Part I-A Total Score		#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)			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)					
	Organized TWG in the establishment of Sports	January to December	4%	5	Units involved in		Quality	At least 5 SDO units were involved in the TWG	4 SDO units were involved in the TWG	3 SDO units were involved in the TWG	2 SDO units were involved in the TWG	1 SDO unit was involved in the TWG	TWG of Sports			#DIV/0!	#DIV/0!
							Efficiency										

Support to School Governance and Operations	Academy	2025			the TWG	Timeliness	The TWG was organized at least 5 months before the end of rating period	The TWG is organized 4 months before the end of rating period	The TWG is organized 3 months before the end of rating period	The TWG is organized 2 months before the end of rating period	The TWG is organized almost a month before the end of rating period	Academy				
	Crafted instructional modules for Master Teachers	January to December 2025	4%	5	Instructional Competencies	Quality	Draft Instructional modules of 4 Competencies for Master Teachers underwent quality assurance	Draft Instructional modules of 3 Competencies for Master Teachers underwent quality assurance	Draft Instructional modules of 3 Competencies for Master Teachers underwent quality assurance	Draft instructional modules of 2 Competencies for Master Teachers underwent quality assurance	Draft instructional module of 1 Competency for Master Teachers underwent quality assurance	Draft Instructional Module for Master Teachers			#DIV/0!	#DIV/0!
						Efficiency	Draft Instructional modules of 5 Competencies for Master Teachers were submitted	Draft Instructional modules of 5 Competencies for Master Teachers were submitted	Draft Instructional modules of 5 Competencies for Master Teachers were submitted	Draft instructional modules of 5 Competencies for Master Teachers were submitted	Draft instructional modules of 5 Competencies for Master Teachers were submitted					
						Timeliness										
Curriculum Implementation	Implement MEP Secondary with contextualized curriculum	January to December 2025	4%	11	Enrollment	Quality	96%-100% of the contextualized learning materials used for the implementation of MEP secondary underwent QA	91%-95% of the contextualized learning materials used for the implementation of MEP secondary underwent QA	86%-90% of the contextualized learning materials used for the implementation of MEP secondary underwent QA	81%-85% of the contextualized learning materials used for the implementation of MEP secondary underwent QA	Less than 81% of the contextualized learning materials used for the implementation of MEP secondary underwent QA	Approved Proposal, List of quality assured learning materials, Accomplishment Report			#DIV/0!	#DIV/0!
						Efficiency	Has 10 - 11 enrollment	Has 8 - 9 enrollment	Has 6 - 7 enrollment	Has 4 -5 enrollment	Has less than 4 enrollment					
						Timeliness										
	Developed automated tool to analyze learning assessment results	January to December 2025	4%	9	Learning assessment results	Quality	8-9 learning assessment report have tabular & graphical presentation and analysis	6-7 learning assessment report have tabular & graphical presentation and analysis	4-5 learning assessment report have tabular & graphical presentation and analysis	2-3 learning assessment report have tabular & graphical presentation and analysis	1 learning assessment report have tabular & graphical presentation but no analysis	LAR and NASL Tabular & Graphical Presentation of Results with analysis			#DIV/0!	#DIV/0!
						Efficiency	8-9 learning assessment reports were presented	6-7 learning assessment reports were presented	4-5 learning assessment reports were presented	2-3 learning assessment report were presented	1 learning assessment report presented					
						Timeliness										
SDO Management (ICT Systems Management)	Implemented Human Resource Management and Information System in the SDO/Proper	January to December 2025	4%	100%	SDO Personnel	Quality	96-100% of SDO personnel have complete and correct profile in the HRMIS as supported by 201 file, leave card, and service record	91-95% of SDO personnel have complete and correct profile in the HRMIS as supported by 201 file, leave card, and service record	86-90% of SDO personnel have complete and correct profile in the HRMIS as supported by 201 file, leave card, and service record	81-85% of SDO personnel have complete and correct profile in the HRMIS as supported by 201 file, leave card, and service record	less than 81% of SDO personnel have complete and correct profile in the HRMIS as supported by 201 file, leave card, and service record	HRMIS Dashboard			#DIV/0!	#DIV/0!
						Efficiency	96-100% of SDO personnel have HRMIS profile	91-95% of SDO personnel have HRMIS profile	86-90% of SDO personnel have HRMIS profile	81-85% of SDO personnel have HRMIS profile	less than 81% of SDO personnel have HRMIS profile					
														Part I-B Total Score		#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 (QE,T)	AVERAGE (QET)	WEIGHTED AVERAGE
					5 (Outstanding)	4 (Very Satisfactory)	3 (Satisfactory)	2 (Unsatisfactory)	1 (Poor)					
Financial Stewardship	Utilized 98% of the budget allocation in accordance with the quarterly disbursement program with no overdraft/deficit/disallowance from oversight agencyfies	Within the rating period	5%	Quality	Budget allocation disbursed within the reglementary period with no overdraft/deficit/disallowance from oversight agencyfies	Budget allocation disbursed within the reglementary period with 1-2 overdraft/deficit/disallowance from oversight agencyfies	Budget allocation disbursed within the reglementary period with 3-4 overdraft/deficit/disallowance from oversight agencyfies	Budget allocation disbursed within the reglementary period with 5-6 overdraft/deficit/disallowance from oversight agencyfies	Budget allocation disbursed within the reglementary period with 7 or more overdraft/deficit/disallowance from oversight agencyfies				#DIV/0!	#DIV/0!
				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)					
				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)					

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Process improvement	Streamlined core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transations 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				#DIV/0!	#DIV/0!
				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					
				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				#DIV/0!	#DIV/0!
				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					
				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					
												Part I-C Total Score		#DIV/0!

MA. JEANY T. ABAYON	BEBIANO I. SANTILLAS	GILBERT T. SADSAD
DATE	DATE	APPROVING AUTHORITY

CamScanner