



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY  
P2, Hamorawon, Calbayog City, Western Samar

June 17, 2025


**DIVISION MEMORANDUM**

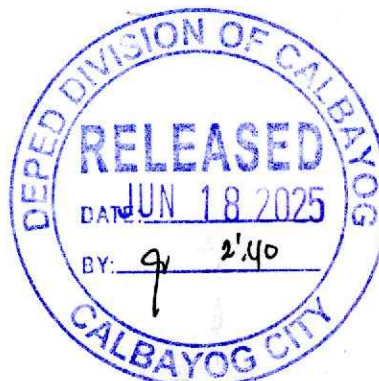
No. 258, s. 2025

**ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF THE PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office disseminates the DM-OUHROD-2025-0922, entitled "**Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES)**", for information and guidance of all concerned.
2. For more information, please refer to the attached Memorandum.
3. Immediate dissemination and compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA, JR. PhD. CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-0922

TO : Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :   
WILFREDO E. CABRAL  
Undersecretary  
Human Resource and Organizational Development

SUBJECT : **ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF  
PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM  
(PMES)**

DATE : 10 APRIL 2025

1. With the conclusion of CY 2024 and SY 2024-2025 performance cycle as well as in preparation for the performance planning phase for CY 2025 and SY 2025-2026, this Department hereby provides **additional guidance on the Implementation of Performance Management and Evaluation System (PMES)**.
2. In adherence with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2012 titled, "*Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)*" and DepEd Order (DO) No. 2, s. 2015 titled, "*Guidelines on the Establishment and Implementation of the Results Based Performance Management System (RPMS) in the Department of Education (DepEd)*", it shall be reiterated that the submission of performance appraisal documents is a mandatory requirement and shall have implications to both monetary and non-monetary performance related incentives, such as step increments, mid-year and year-end bonuses, promotion, awards and recognition, educational support, training opportunities, and other related official travels.



3. To provide guidance on the Performance Review and Evaluation (Phase III and IV) for **CY 2024** and **SY 2024-2025** onwards, the instructions are as follows:

**a. School Key Result Areas (KRAs) for School Heads**

The school KRAs as attached in **Annex A: School KRAs** is provided herein for reference on the accomplishment of performance management documents of school heads.

Furthermore, school heads are being advised to integrate the relevant performance indicators outlined in DepEd Order No. 24, s. 2022 titled, **“Adoption of the Basic Education Development Plan 2030”** in crafting their OPCRF in the absence of a detailed *Accountability Matrix (Program Expenditure Classification “PREXC” indicators)* for the current and upcoming school years. This is to ensure relevant performance indicators and effective contributions to educational goals are captured and reflected in the office performance management form.

**b. Competency Assessment under Part II of the Revised Office Performance Commitment and Review Form (OPCRF) per Memorandum DM-OUHROD-2024-0586**

- i. **Rating the 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 constantly 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.                                      |

- ii. **Average per competency.** The average of the individual ratings for behavioral indicators shall be computed to get the rating for each Competency.

$$\text{Average} = \frac{\text{BI 1} + \text{BI 2} + \text{BI 3} + \text{BI 4} + \text{BI 5}}{5}$$



- iii. **Total Score (Weighted Average).** The total average for the set of competencies shall be multiplied with assigned weight. The weight allocation for the Leadership Competencies and Core Behavioral Competencies shall be 2.5% each respectively.

$$\text{Total Score (Weighted Average)} = \text{Average} \times 0.025 \text{ Weight Allocation}$$

The updated version of the Interim OPCRF is attached as **Annex B: Interim OPCRF-ver.Feb2025.**

**c. Interim Ratee-Rater-Approving Authority Matrix for All School-Based Personnel**

|    | <b>RATEE</b>   | <b>RATER</b>                              | <b>APPROVING AUTHORITY</b>                |
|----|--|---|---|
| 1  | School Head/Principal/OIC/TIC  | Assistant Schools Division Superintendent | Schools Division Superintendent           |
| 2  | Assistant School Principal   | School Head                               | Assistant Schools Division Superintendent |
| 3  | Department Head  | School Head                               | Assistant Schools Division Superintendent |
| 4  | Master Teacher (Elementary/JHS/SHS)  | School Head                               | Assistant Schools Division Superintendent |
| 5  | Teacher (Elementary)   | Master Teacher                            | School Head                               |
| 6  | Teacher with no Master Teacher (Elementary)  | School Head                               | Assistant Schools Division Superintendent |
| 7  | Teacher (JHS)  | Master Teacher/Department Head            | School Head                               |
| 8  | Teacher with no Master Teacher/Department Head (JHS)   | School Head                               | Assistant Schools Division Superintendent |
| 9  | Teacher (SHS)  | Master Teacher/Assistant School Head      | School Head                               |
| 10 | Teacher with no Master Teacher/Assistant School Head (SHS)   | School Head                               | Assistant Schools Division Superintendent |
| 11 | ALS Teacher (School-based)   | Master Teacher/Department Head            | School Head                               |
| 12 | ALS Teacher (Community Learning Center)  | Functional Division Chief for CLD         | Assistant Schools Division Superintendent |
| 13 | School-based Non Teaching Staff (Administrative and Finance function such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer II) | School Head                               | Assistant Schools Division Superintendent |

*Note: In case there is no applicable rater or approving authority in schools, the rater and the approving authority shall be adjusted accordingly so that the next higher official shall perform such function.*



6. For **CY 2025** and **SY 2025-2026** performance cycle, all DepEd offices and schools are hereby directed to use the generic term "*Current Administration Agenda*" in replacement of the "*MATATAG Pillars*" in ensuring alignment and attribution of the specific contributions and accomplishments under each of the Key Result Areas (KRAs) of all offices across governance levels and schools with the overall organizational goals of the Department.

A separate sheet in the ***Interim OPCRF-ver.Feb2025*** is provided to reflect this specific modification in the said header.

7. For school-based personnel who do not serve as heads of office (i.e., Head Teachers, Department Heads, and non-teaching staff) but are performing administrative functions shall accomplish their own Individual Performance Commitment and Review Form (IPCRF), as follows:

| Position  | Forms/Tools to be Used   |
|---|--|
| Department Heads  | IPCRF anchored on the OPCRF of the School Head   |
| Head Teacher <i>with teaching load and administrative functions</i> | IPCRF anchored on the OPCRF of the School Head, capturing the expected administrative tasks and objectives in the PMES for Highly Teachers Tools |
| Head Teacher <i>without teaching load</i>                           | IPCRF anchored on the OPCRF of the School Head   |
| School-based Non-teaching Staff                                     | IPCRF  |

8. Annexes of this Memorandum shall be made available for accessing/viewing and downloading through this link: <https://bit.ly/3p9t10t>.
9. This directive takes immediate effect upon the issuance of this Memorandum.
10. Further guidance and updates regarding DepEd PMES will be provided as necessary.
11. For more information, please contact the **Bureau of Human Resource and Organizational Development**, 4<sup>th</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [hrdo@deped.gov.ph](mailto:hrdo@deped.gov.ph) or at telephone number (02) 8470-6630.
12. Immediate dissemination of this Memorandum is desired.

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**OFFICE OF THE SECRETARY**

