



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

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July 15, 2021

REGION MEMORANDUM  
AD No. 36 , s. 2021

**CHANGE OF TIME SCHEDULE FOR THE CONDUCT OF THE  
MID-YEAR PERFORMANCE REVIEW AND ONE-TIME  
RECALIBRATION OF THE 2021 OPCRf**

To: Regional Performance Management Team (RPMT)

1. Due to valid and unavoidable circumstance, the previously set time for the conduct of the **Mid-year Performance Review and One-Time Recalibration of the 2021 OPCRf on July 19, 2021**, shall be moved from **9:00-12:00NN to 1:30 pm - 4:30 pm via Google Meet**.
2. The objectives of the performance review shall focus on:
  - 2.a Measuring performance vis-à-vis the targeted milestones or objectives and performance indicators against its actual results;
  - 2.b Identifying specific targets and objectives in the OPCRf needing recalibration notwithstanding the regulatory and statutory policies and guidelines; and
  - 2.c Providing a verifiable evidence for assessing the organizational outcomes and the collective performance of the employees to continuously improve.
3. All chiefs of the functional divisions of the regional office are advised to prepare a **10-minute PowerPoint presentation** highlighting the mid-year rating as of July 2021 with actual accomplishment versus the target by objective reflected in the OPCRf, and the functional division's recalibrated OPCRf should there be one-time recalibration happened.
4. The recalibration form shall be used to pinpoint the specific objective, performance indicator targets including the weighted average being adjusted and should be reflected in the recalibrated OPCRf.
5. During the discussion and interpellation, the RPMT chairperson and members shall deliberate on the proposed recalibration for acceptance or denial by the team, subject to the existing standards, regulatory and statutory guidelines and procedures. All accepted areas for recalibration shall be recommended by the team for the approval of the Regional Director. However, for refuted proposed recalibration, the reason/s for denial shall also be provided by the team.



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6. It is reiterated to all chiefs of the functional divisions that submission to the PPRD of the enumerated approved documents shall be on or before August 3, 2021:
- 6.a OPCRf with rating as of July 2021
  - 6.b Recalibrated OPCRf of 2021; and
  - 6.c Accomplished Recalibration Form (if any)
7. Likewise, all concerned employees shall also submit to the AD-Personnel the mid-year rated IPCRF 2021. Should there be any recalibration of targets then the recalibrated IPCRF of 2021 with accomplished recalibration form are also required for submission. Deadline of submission shall be on or before August 4, 2021.
8. Attached are Enclosure 1: Indicative Schedule of Activities and Agreement Template for reference.
9. One lunch and snack shall be provided chargeable from the regional office MOOE, subject to the existing accounting and auditing rules and regulations.
9. For the information and compliance of all concerned.

  
**CARLITO D. ROCAFORT**

*Director III*

*OIC – Office of the Regional Director*

*Encl: As stated*

*Reference: DO 2, series 2015*

*Allotment: None*

*To be indicated in the Perpetual Index under the subject*

*PERFORMANCE      REVIEW      RESULTS*



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*KHL/AD-P /RM/ CHANGE OF TIME SCHEDULE FOR THE CONDUCT OF THE MID-YEAR PERFORMANCE REVIEW AND ONE-TIME RECALIBRATION OF THE 2021 OPCR OF THE REGIONAL PERFORMANCE MANAGEMENT TEAM (RPMT) /025/ July 15, 2021*

*Enclosure 1: Indicative Schedule of Activities*

Time	Activity	Person Responsible
1:15-1:30PM	Signing-in	All RPMT members and secretariat
1:30-2:00PM	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• Government Employees' Prayer</li> <li>• DepEd SOCCSKSARGEN Region Aspiration, Core Values and Quality Policy</li> <li>• Attendance check</li> <li>• Opening Remarks</li> <li>• Message</li> <li>• Statement of Purpose and objectives</li> </ul>	<p><b>Joseph Russel M. Farnazo</b> <i>AO V- Personnel</i></p> <p><b>Rebonfamil R. Baguio</b> <i>Schools Div. Superintendent OIC-OARD</i></p> <p><b>Carlito D. Rocafort</b> <i>Director III OIC-ORD</i></p> <p><b>Glenn A. Bisnar</b> <i>Chief, PPRD</i></p>
<b>RO Chiefs' 10-minute presentation</b>		
2:00-2:10PM	PPRD	<b>Glenn A. Bisnar</b> <i>Chief, PPRD</i>
2:10-2:20PM	CLMD	<b>Gilbert B. Barrera</b> <i>Chief, CLMD</i>
2:20-2:30PM	HRDD	<b>Mervie Y. Seblos</b> <i>Chief, HRDD</i>
2:30-2:40PM	QAD	<b>Luz Lalli L. Ferrer</b> <i>Chief, QAD</i>
2:40-2:50PM	FTAD	<b>Melinda A. Rivera</b> <i>Chief, FTAD</i>
2:50-3:00PM	ESSD	<b>Napoleon J. Gio</b> <i>Chief, ESSD</i>
3:00-3:10PM	FD	<b>Ma. Lourdes A. Sanchez</b> <i>Chief, FD</i>



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3:10-3:20PM	AD	<b>Kathrine H. Lotilla</b> <i>SAO, AD</i>
3:20-4:10PM	<b>Discussion and Interpellation</b>	<b>Rebonfamil R. Baguio</b> <i>Schools Div. Superintendent</i> <i>OIC-OARD</i>  <b>Romelito G. Flores</b> <i>Schools Division Superintendent</i> <i>RPMT Member</i>  <i>and all RPMT members</i>
4:10-4:30PM	<b>Agreement and Next steps</b>	<b>Rebonfamil R. Baguio</b> <i>Schools Div. Superintendent</i> <i>OIC-OARD</i>
4:30PM	<b>Adjournment</b>	





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Enclosure 2: Agreement Template

<b>Areas to be Recalibrated</b>	<b>RPMT Decision</b> <i>(Accepted &amp; Denied)</i>	<b>If accepted Action to be taken</b>	<b>If denied Reasons</b>	<b>Timeline</b>	<b>Person &amp; Division Responsible</b>

