



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF NORTHERN SAMAR

January 11, 2022

OFFICE MEMORANDUM

No. 004, s. 2022

**PREPARATION AND SUBMISSION OF 2022 OFFICE PERFORMANCE COMMITMENT
AND REVIEW (OPCR) AND INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW (IPCR) TARGETS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs, Unit/Section Heads
Public School District Supervisors
All Others Concerned

1. This Office, through the Division Performance Management Team (PMT), reminds all concerned on the preparation and submission of the Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) Targets on **February 2, 2022**.
2. Pursuant to DO2, s2015, the Office Performance Commitment and Review Form (OPCRF) shall be accomplished by the Head of Office to reflect the Office KRAs, Objectives, and Performance Indicators while the Individual Performance Commitment and Review Form (IPCRF) shall be accomplished by the individual personnel to reflect the agreed Individual KRAs, Objectives, and Performance Indicators.
3. In crafting the O/IPCR Targets, individual employees are reminded to strictly follow the Key Result Areas (KRAs) stipulated in the DepEd Compendium of Office Functions and Job Descriptions, use the objectives of every KRA in the compendium, or may modify them based on the present and actual context and priority programs and projects, and set corresponding weight per KRA and objective. However, the core KRAs shall have the biggest weight. The weight per objective shall be based on the degree of importance, priority, complexity, scope, and magnitude of the task or responsibility.
4. Furthermore, to measure the performance outputs for each objective, the Offices/Divisions shall set the parameters in terms of quality, efficiency, and timeliness. The rubrics that shall be used in quantifying and qualifying the actual accomplishments based on the targets shall ensure that the rating is objective, impartial, and verifiable. The



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Offices/Divisions are given the options to design a rubric that shall cover the three dimensions of performance indicators or to set a specific rubric for each dimension. However, not all of these dimensions may be applied or included depending on the nature of the tasks being undertaken.

5. Each Office/Division shall submit OPCR and IPCR Targets in bunch with transmittal indicating the names of the employees duly signed by the Chief/Authorized Representative to the Office of the Assistant Schools Division Superintendent (OASDS).
6. Attached are the OPCR and IPCR Templates for reference. E-copies of these templates are available at the OASDS.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby desired.


RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent

Enclosures: 2022 O/IPCRF Templates

References: DO2, s2015, RM904, s2021

To be indicated in the Perpetual Index under the following subjects:

IPCRF OPCRf PERFORMANCE PMT

