



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 DIVISION OF PAGADIAN CITY

**RELEASED**  
 Date/Initial: 6/25/24  
 DepEd, Division of Pagadian City

March 20, 2024

**DIVISION MEMORANDUM**

No. 104, s.2024

**REVISION OF WEIGHTS OF KEY RESULT AREAS (KRA) OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors SGOD, CID  
 Public Schools District Supervisors  
 School Heads (Public Elementary and Secondary)  
 All Others Concerned  
 This Division

1. The Department of Education issued DepEd Order No. 2, s. 2015 re; Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) which aims to provide comprehensive guidelines for the performance target setting, monitoring, evaluation, and development planning for schools and offices. Further, DepEd Order No. 24 s. 2020 titled National Adoption and Implementation of the Philippine Professional Standards for School Heads (PPSSH) is also issued in support of the School Heads so they can better perform their roles in schools, including the improvement of teacher quality, and ultimately improved learner achievement.

2. To strengthen and enhance the preparation of the OPCRf, the Division of Pagadian City through the Performance Management Team, issues the Revision of Weights per KRA and objectives, thus, all School heads shall adopt the revised weight of the OPCRf as follows:

KRA	OBJECTIVES	WEIGHT
Leading Strategically (10%)	1 Led in the formulation and implementation of SIP	3
	2 Demonstrated in the implementation of DepEd policy and programs to ensure school operations were aligned with the national, regional, division regulations issuances	3
	3 Applied knowledge in preparation & conduct of action research to improve school performance.	2
	4 Utilized relevant research findings from reliable sources in facilitating data-driven and evidenced based innovation to improve performance	2
	Sub-Total	<b>10%</b>
Managing School Operations (20%)	5 Managed school data and information using technology, including ICT to ensure efficient and effective school operations	5
	6 Assigned teaching & Non - Teaching staff in adherence to laws , policies guidelines & issuance based on the need of the school	2
	7 Managed finances adhering to policies, guidelines and issuances in allocations, procurement, disbursement and liquidation aligned with school plan	10

LST/SGOD-HRD/Division Memo  
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	8 Managed school safety for disaster preparedness mitigation and resiliency to ensure continuous delivery of instruction	3
	Sub-Total	<b>20%</b>
Teaching & Learning (50%)	9 Assisted teachers' delivery of instruction including compliance to contextualization, learning standards & provide technical assistance to teachers on teaching pedagogies, assessment	30
	10 Utilized learners achievements and other performance indicators in planning and in career awareness/ guidance	20
	Sub-Total	<b>50%</b>
Developing Self & Others (10%)	11 Assisted the teachers in the management & maintenance of conducive learning environment and sound classroom discipline.	3
	12 Implement staff development initiatives to enhance strengths and address performance gaps among personnel aligned with PPST and implemented professional development plan aligned with PPSH	4
	13 Implemented awards, recognition, benefits, welfare, and incentives for school personnel, learners, and other stakeholders for exemplary performance and/ or support based on existing guidelines.	3
	Sub-Total	<b>10%</b>
Building Connections (5%)	14 Implemented plans and programs with the involvement of different groups of internal and external stakeholders	2
	15 Implemented plan for the management of school organizations	3
	Sub-Total	<b>5%</b>
Plus Factor (5%)	Sub-Total	<b>5%</b>
	<b>GRAND TOTAL</b>	<b>100%</b>

3. Immediate and wide dissemination of this Memorandum is enjoined.

  
**LOURMA I. POCULAN, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Schools Division Superintendent



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