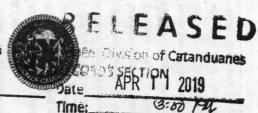


Republic of the Philippines DEPARTMENT OF EDUCATION Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES

Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiy15@gmail.com Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-83



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CORRIGENDUM/ ADDENDUM TO DIVISION MEMORANDUM NO. 111, S. 2019 Re: Accomplishment and Submission of Office Performance Commitment and Review Form (OPCRF) of School Heads

TO:

Public Schools District Supervisors Elementary School Heads

- 1. This Memorandum covers Elementary School Heads only.
- 2. In Item number 3 of that Memorandum shall be read as Public Schools District Supervisors will affix his/her initial to the Rater's name.
- 3. Attached is Part II of the OPCRF which is the set of competencies. For more clarifications please refer to pages 9-11 of DepEd Order No. 2, s. 2015.
- 4. For information, guidance and wide dissemination.

SOCORRO V. DELA ROSA, CESO VI Schools Division Superintendent

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PART II: COMPETENCIES	
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CALLY DEFINALTING	T	lower cost, more efficiently, or improving quality, customer satisfaction,
OVER ALL BATTING	Uses ingenious methods to accomplish responsibilities. Demonstrates	performance. Examples may include doing something better, faster, at a
LEADERSHIP COMPETENCIES	improve the work unit and organization.	Makes specific changes in the system or in own work methods to improve
CORE BEHAVIORAL COMPETENCIES	Translates creative thinking into tangible changes and solutions that	inefficiency. May focus on new or more precise ways of meeting goals set.
OVERALL COMRETENCY RATINGS	ideas or solutions.	Expresses a desire to do better and may express frustration at waste or
	Promotes a creative climate to inspire co-workers to develop original	completeness with no supervision required.
by, evidence and required documents/forms.	on improving personal productivity to create higher value and results.	satisfactory quality of work in terms of usefulness/acceptability and
Performs all the stages of result-based performance management system supported	Demonstrate an ability to think "beyond the box". Continuously focuses	operating procedures correctly and consistently. Able to produce very
	(cost and/or operational efficiency)	Delivers error-free outputs most of the time by conforming to standard
States performance expectations dearly and checks understanding and	Fosters new ideas, processes, and suggests better ways to do things	placing organizational needs before personal needs.
improvement and action planning.	Examines the root cause of problems and suggests effective solutions.	Avoids rework, mistakes and wastage through effective work methods by
Provides feedback and technical assistance such as coaching for performance	INOVATION	Achieves results with optimal use of time and resources most of the time.
	4	RESULT FOCUS
Sets performance standards and measures progress based on the office and	procedures that will further enhance service delivery.	needs, improve system and help others improve their effectiveness.
more efficiently; improves quality, customer satisfaction, morale, revenues).	Develops and adopts service improvement programs through simplified	Acts with a sense of urgency and responsibility to meet the organization's
methods to improve performance (e.g., does something better, faster, at lower cost.	strategies based on DepEd strategies and directions.	Makes personal sacrifices to meet the organization's needs.
Makes specific changes in the performance management system or in own work	Participates in updating of office vision, mission, mandates and	and punctuality, good grooming and communication.
	empowerment.	Maintains a professional image: being trustworthy, regularity of attendance
PEOPLE PERFORMANCE MANAGEMENT	Initiates activities that promotes advocacy for men and women	account the impact of his/her actions and decisions.
	customer service issues and concerns.	Practices ethical and professional behaviour and conduct taking into
order to create on effective work environment.	Takes personal responsibility for dealing with and/or correcting	and Ethical Standards for Public Officials and employees (RA 6713).
for the organization and influences others to share ownership of DepEd goals, in	Can explain articulate organizational directions, issues and problems.	Demonstrates the values and behaviour enshrined in the Norms of Conduct
Assumes pivotal role in promoting the development of an inspiring, relevant vision) englist englist englist desir	PROFESSIONALISM AND ETHICS
Forwards personal, professional and work unit needs and interest in an issue.	SERVICE ORIENTATION	Sets high quality, challenging, realistic goals for self and others.
behaviour.	no hi	achieve goals.
"Sets a good example", is a credible and respected leader; and demonstrates desired	organizations to accomplish organizational goals and objective.	Prioritize work task and schedules (through Gantt charts, checklist, etc.) to
Persuades, convinces or influences other to have a specific impact or effect.	Works constructively and collaboratively with others and across	goals.
aids.	Drives consensus and team ownership of decisions.	Displays emotional maturity and enthusiasm for and is challenged by higher
emotions, uses data and examples, v	Applies negotiation principles in arriving at win-win agreements.	organization.
Uses basic persuasion techniques in a discussion or presentation e.g., staff		and takes into account personal goals and values congruent to that of the
	Promotes collaboration and removes barrier to teamwork and goal	Undertakes personal actions and behaviours that are clear and purposive
LEADING PEOPLE	Willingly does his/her share of responsibility.	Sets personal goals and direction, need and development.
LEADERSHIP COMPETENCIES	TEAMWORK	SELF-MANAGEMENT
		CORE BEHAVIORAL COMPETENCIES
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	PART II: COMPETENCIES	G 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
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