



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION

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MEMORANDUM

To: Regional Directors

Pursuant to CSC Memorandum Circular No. 7, series of 2007 and DepED Memorandum No. 240, series of 2007, the Department of Education Central Office has come up with a Performance Management System-Office Performance Evaluation System (PMS-OPES) Development Manual, which was approved by the Civil Service Commission on June 17, 2008. As such, there is a need to develop similar OPES reference tables for the regions, divisions, districts and schools to commence the installation of the PMS-OPES in the DepED field offices.

In this regard, please submit the composition of the PMS-OPES Development Team in your respective regions composed of the following (CSC-MC 1 s. 2009):

1. **PMS Champion** – preferably third-level officer or CEO, who will pursue the implementation of the OPES-based PMS in the agency. The Champion has the interest and enthusiasm to spearhead the project and possess adequate influence/ability to mobilize efforts for implementation of activities.
2. **Calibration Committee (CC)** – The Committee acts as the final arbiter and determining body for the points for each output. It is the group that will manage the development and implementation of the agency PMS including the creation of policies and guidelines for the PMS-OPES. It shall conduct its own processes for determining the points and discusses with the Measurement Development Team the PMS-OPES Output Reference Table.
3. **Measurement Development Team (MDT)** – Acts as the technical working group for the CC. It is the team that will manage the development of the PMS-OPES Output Reference Table before it is submitted to the Calibration Committee for review.

Submit it to the Personnel Division, DepED Central Office at telefax number (02)633-6682 not later than March 2, 2009.


JESUS G. GALVAN
Assistant Secretary