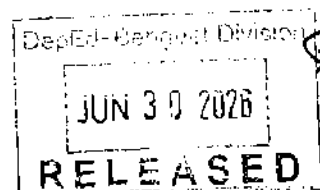




Republic of The Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET



29 June 2026

DIVISION MEMORANDUM

No. 244, s. 2026

**GUIDELINES ON ACCOMPLISHING THE BEHAVIORAL RATING (PART II)
OF THE OPCRf FOR SCHOOL HEADS SY 2025-2026**

TO: All SDO Performance Management Committee Members
All PSDSs and PSDIs
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. To ensure fairness, objectivity, and consistency in the assessment of behavioral competencies of School Heads, all School Heads shall accomplish **Part II – Behavioral Rating** of the Office Performance Commitment and Review Form (OPCRf) Template in accordance with the following guidelines:

a) Behavioral Rating Sources. The Behavioral Rating shall be derived from three (3) sources, namely: (1) **Supervisor's Rating** – to be accomplished by the assigned PSDSs or PSDIs; (2) **Self-Rating** – to be accomplished by the School Head; and (3) **Subordinates' Rating** – to be accomplished by a minimum of **five (5) subordinates** representing various personnel in the school.

b) Composition of the Subordinates' Rating. The five (5) or more respondents shall, as much as practicable, represent the different personnel groups in the school, which may include the following:

- a. Teachers;
- b. Department Heads/ Head Teachers;
- c. Administrative Officer or Administrative Assistant;
- d. Bookkeeper or School Finance Personnel;
- e. School Nurse;
- f. Guidance Coordinator;
- g. School Librarian;
- h. Property Custodian; and
- i. Other teaching-related or non-teaching personnel.



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In schools where some of the above positions are not available, the School Head shall select respondents from the existing teaching and non-teaching personnel to ensure broad representation.

- c) **Confidentiality and Objectivity.** All respondents shall provide honest, objective, and unbiased ratings based solely on the School Head's demonstrated behaviors and competencies during the rating period. Individual responses shall be treated with utmost confidentiality and shall not be disclosed to unauthorized persons.
 - d) **Computation of the Subordinates' Rating.** The ratings of all subordinate respondents shall be consolidated, and the **average (mean) score** shall constitute the final Subordinates' Rating for Part II of the OPCRf.
 - e) **Final Behavioral Rating.** The final Behavioral Rating shall be computed by obtaining the average of the following three (3) ratings:
 - a. Supervisor's Rating;
 - b. Self-Rating; and
 - c. Average Subordinates' Rating.
 - f) **Submission of Accomplished Forms.** School Heads shall ensure that all rating forms are completely accomplished, duly signed by the appropriate raters, and submitted together with the OPCRf within the prescribed timeline set by the Schools Division Office.
 - g) **Accountability.** The School Head shall be responsible for ensuring that the selection of subordinate respondents adheres to these guidelines and that no respondent is coerced or influenced in providing his/her rating. Any attempt to manipulate the rating process shall be dealt with in accordance with existing DepEd policies and applicable Civil Service Commission rules and regulations.
2. Immediate dissemination of and strict compliance with this Memorandum is desired.



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OIC - Schools Division Superintendent



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