



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City
E-mail: capiz@deped.gov.ph



August 4, 2017

Division Memorandum
No. 124, s. 2017

**ONE-DAY WORKSHOP ON THE FINALIZATION OF THE OFFICE PERFORMANCE
REVIEW AND COMMITMENT FORM (OPCRF) OF ELEMENTARY AND
SECONDARY SCHOOL HEADS FOR SY 2017-2018**

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that this Division will conduct a One-Day Workshop on the Finalization of the Office Performance Review and Commitment Form (OPCRF) of Elementary and Secondary School Heads for School Year 2017-2018 in the following dates and venue:

Participants	Date/Time	Venue
Secondary/Integrated School Heads	August 11, 2017 (8:30AM-5PM)	MWW Restaurant & Tourist Inn
Elementary School Heads	August 14, 2017 (8:30AM-5PM)	

2. This activity aims to present the division strategic direction and priorities; ensure alignment of the School Heads' objects per KRA with that of the division; and provide school head participants the necessary technical assistance in the finalization of their 2017-2018 OPCRf.

3. The participants to this workshop are as follows:
3.1. 54 Secondary & 5 Integrated School Heads
3.2. 72 Elementary School Heads (4 School Heads from each District, composed of 1 Central School Principal and another 3 which shall be identified by the PSDS /OIC of the District)

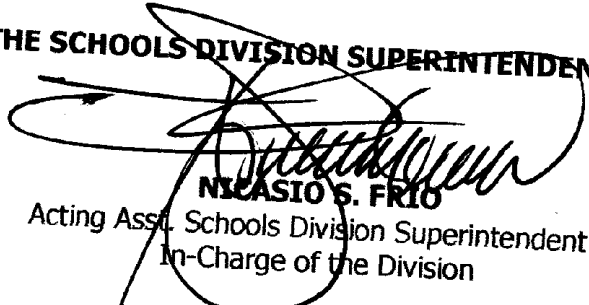
4. Each participant is advised to bring the following during the workshop:

- 4.1. Laptop and extension cord
- 4.2. Draft copy of their 2017-2018 OPCRf

NSF/:

5. A registration fee of **Four Hundred Fifty Pesos (Php 450.00)** shall be charged from each school head participant to defray expenses for the food (2 snacks and 1 lunch) which are chargeable against school MOOE while that of the SDO personnel shall be charged from the Division MOOE/INSET fund, both subject to the usual accounting and auditing rules and regulations.
6. To ensure the success of this activity, a meeting of all members of the OPCRF-TWG will be held on **August 10, 2017 (2:30 PM)** at the ASDS Office. See enclosed composition of the OPCRF-TWG.
7. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



NICASIO S. FRIO
Acting Asst. Schools Division Superintendent
In-Charge of the Division

Enclosure to Division Memorandum No. 124, s. 2017

**OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM – TECHNICAL
WORKING GROUP (OPCRF-TWG)**

SY: 2017-2018

SECONDARY SCHOOL HEADS' OPCRF – TWG

Chairperson: Nicasio S. Frio

Members: Charlie Begas

Sheila Soliva, Ph.D.

Leonerico Barredo, Ph.D.

Rolando Ricardo

Leowel Batuigas, Ph. D.

ELEMENTARY SCHOOL HEADS' OPCRF –TWG

Chairperson: Nicasio S. Frio

Members: Judith Tu

Lalaine Delos Santos, Ph.D.

Martin Fabraquel, Ed.D.

Reynaldo Azcarraga, Ph.D.

Eva Fabraquel, Ed.D.