



September 8, 2020

Division Memorandum

No. 094 s. 2020

**ONLINE SUBMISSION AND CALIBRATION OF SCHOOL HEADS' OPCRF  
FOR SY 2019-2020**

To: Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/OIC of the District  
Heads of Public Elementary, Secondary and Integrated Schools

1. This office announces the online submission and calibration of the **SY 2019-2020 Office Performance Commitment and Review Form (OPCRF)** of all elementary, secondary and integrated school heads thru this link: <https://bit.ly/SDOCAPIZOPCRF>
2. All school heads are advised to open the link and encode the basic information required, then upload the following documents:
  - 2.1. Scanned copy (saved in pdf format) of the 2019-2020 OPCRF with self-rating
  - 2.2. Scanned copy (saved in pdf format) of the Summary of ratings of all subordinates (teachers and non-teaching personnel)
  - 2.3. Scanned copy (saved in pdf format) of MOVs per KRA and should be uploaded as one (1) file only
3. Deadline of the **uploading of files** is on **Friday, September 11, 2020**.
4. The uploaded files will be automatically segregated by the system by district and be forwarded to the calibration committee (composed of the PSDS and adoptive EPS assigned to that district) whom shall conduct the virtual calibration. Therefore, **no face to face calibration shall be done**.
5. Access to the uploaded files shall be provided to the SGOD for further calibration/verification of school heads accomplishments for KRAs that belong to school operations and governance.
6. The calibration committee (CID and SGOD) are not allowed to alter the self-rating of the school heads. However, they are encouraged to make necessary remarks/comments/recommendation to the possible increase or decrease in the self-rating of the school heads and must be supported with the corresponding MOVs or pieces of evidence.
7. The accomplished calibration sheets from CID and SGOD shall be forwarded to the Office of the ASDS after the calibration.
8. All school heads are expected to print their OPCRF and submit hard copy to the Office of the ASDS for the final checking and signature of the rater. Same documents shall be forwarded to the Office of the SDS for approval.
9. Immediate and wide dissemination of this memorandum is enjoined.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

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Schools Division Superintendent

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