



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**

August 4, 2021

**DIVISION MEMORANDUM**

No. 147, s. 2021

**SUBMISSION AND CALIBRATION OF SCHOOL HEADS' OFFICE PERFORMANCE  
COMMITMENT AND REVIEW FORM (OPCRF), SY 2020-2021**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. All concerned are hereby informed of the conduct of calibration of school heads' OPCRf for school year 2020-2021 on August 16-20, 2021. **The Calibration Team of each district shall be composed of the Public Schools District Supervisor and the Education Program Supervisor who adopted the district.**
2. It is highly recommended that the calibration activity shall be done virtually. However, if not feasible, the Public Schools District Supervisor (PSDS) concerned should first secure written approval from local IATF for a **very limited face-to-face calibration.**
3. Submission of self-rated OPCRf and attachments (Parts II, III, and IV) and signed summary of ratings of teachers and personnel will be done on August 9 & 10, 2020 to their respective PSDSs. The MOV folder shall be shown to the PSDS but shall be retained at the school heads' custody until the calibration day.
4. It should be made sure by all concerned that complete signatures (Ratee and Rater) are secured prior to submission of the results to the Division Office, the schedule of which will be announced later. The calibrated OPCRfs shall be submitted in one bunch per district, properly endorsed with accompanying list by the Calibrating Team.
5. Additional details and instructions shall be given through the respective Messenger Group Chats of supervisors and school heads which are also considered as alternative official modes of communication.
6. Expenses relative to the conduct of submission and calibration shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO, JR. EdD, CESO V**  
Schools Division Superintendent



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