



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

January 3, 2022

**DIVISION MEMORANDUM**

No. 001 s. 2022

**ADOPTION OF CUSTOMIZED OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL HEADS, SY 2021-2022**

- To: OIC-Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools
1. In compliance with DepEd Order No. 2, s. 2015 entitled "Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education," the customized OPCRf for school year 2021-2022 is hereby issued to the field.
  2. The official form in Excel format can be accessed and downloaded through this link: **[bit.ly/SDOCAPIZRPMSPSSH2022](http://bit.ly/SDOCAPIZRPMSPSSH2022)**.
  3. It is understood that the form shall not be altered and shall be used as is:
    - a. Orientation – landscape
    - b. Paper size – 8.5" x 13"
    - c. Margins – 0.5" on all sides (however, adjustments may be done if needed)
    - d. Font type/size – preferably Bookman Old Style/size 10
  4. It is to be made sure that when printed, the signature page will not be isolated from the body of the document.
  5. Strict implementation of and compliance with this memorandum is hereby enjoined.

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

JAN 05 2022

Enclosure: None  
Reference: DO 2, s. 2015  
To be indicated in the Perpetual Index  
Under the following subjects:

PERFORMANCE POLICY RULES AND REGULATIONS

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