



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

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July 18, 2022

**DIVISION MEMORANDUM**

No. 257, s. 2022

**SUBMISSION AND CALIBRATION OF SCHOOL HEADS' OFFICE PERFORMANCE  
COMMITMENT AND REVIEW FORM (OPCRF) FOR SY 2021-2022**

To: OIC, Office of the 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. In connection with the evaluation phase of the Results-based Performance Management System (RPMS), this Office will conduct a calibration of school heads' OPCRf for school year 2021-2022 on August 9 to 11 2022. **The Calibration Team of each district shall be composed of the Public Schools District Supervisor and the Education Program Supervisor assigned in the district.**
2. 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 5, 2022 to their respective PSDSs. The MOV folder of the School Head shall be shown to the PSDS during the submission of OPCRf but shall be retained at the school heads' custody until the calibration day.




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3. It should be made sure by all concerned that complete signatures (Rafee and Rater) are secured prior to submission of the results to the Division Office on or before August 17, 2022. The calibrated OPCRFs shall be submitted in one bunch per district, properly endorsed with accompanying list by the Calibrating Team.
4. Encoding of scores and uploading of scanned calibrated results shall be done on or before August 16, 2022 through the link **[bit.ly/SDOCAPIZOPCRFSY2021-2022](https://bit.ly/SDOCAPIZOPCRFSY2021-2022)**.
5. 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.
6. Immediate and wide dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, EdD, CESO V**  
Schools Division Superintendent

Admin/HR



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