



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

June 22, 2023

DIVISION MEMORANDUM

No. 298, s. 2023

**SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)
AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR
THE SCHOOL YEAR 2022-2023**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools

1. In consonance with DepEd Order No. 02, s. 2015 titled “Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education” and Division Memorandum No. 359, s. 2022 titled “Contextualized OPCRF of School Heads for SY 2022-2023”, this Office informs the field that the submission of the accomplished IPCRF of the school-based personnel and the OPCRF of the school heads shall be on **August 10, 2023**.
2. In relation to this, the following schedules will be hereby observed:

Task/Activity	Person(s) Responsible	Schedule
Under Phase III (Performance Review and Evaluation) - Submission to their respective PSDS, of the ff: <ul style="list-style-type: none">• self-rated OPCRF and attachments (Parts II, III, and IV) and• signed Summary of Ratings of Teachers and Personnel Calibration of results		July 21, 2023 July 24-28, 2023
Submission of completely signed (Ratee and Rater) OPCRF and IPCRF school-based personnel to the SDO for signature of the approving authority (see list below)		August 10, 2023

3. The following is the list of raters and approvers of the IPCRF/OPCRF for the respective positions:



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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Position	Rater	Approving Authority
School Principal /School Head	Asst. Schools Division Superintendent	Schools Division Superintendent
Head Teacher/ Master Teacher	School Principal/School Head	Schools Division Superintendent (for Medium Division)
Teacher (for schools without MT/ HT/ Assistant Principal)	School Principal/School Head	Schools Division Superintendent (for Medium Division)
Teacher	Master Teacher/Head Teacher/Assistant Principal	School Principal/School Head
ALS Implementers (school-based)	Master Teacher/Head Teacher/Assistant Principal	School Principal/School Head
ALS Implementers (community learning centers-based)	Education Program Specialist for ALS	Chief of Curriculum Implementation Division (CID)
Non-teaching staff	School Principal/School Head	Administrative Officer V

- There will be a calibration of the school heads' OPCRf which will be conducted by the Calibration Team of each district. Each team will be composed of the Public Schools District Supervisor (PSDS) and the assigned Education Program Supervisor.
- The self-rated OPCRf and attachments (Parts II, III, and IV) and the signed Summary of Ratings of Teachers and Personnel will be submitted to their respective PSDS. The Means of Verifications (MOVs) will be presented to the PSDS during the calibration of results, after which, these will remain in the custody of the school heads.
- It should be made sure by all concerned that complete signatures (Ratee and Rater) are secured prior to the submission of the results to the Division Office on or before August 10, 2023. The calibrated OPCRfs shall be submitted in one bunch per district, properly endorsed with accompanying list by the Calibrating Team. While the IPCRFs for signature of the SDO official/s shall be submitted per school, with the list of teachers and personnel, and properly endorsed by the school head.
- Encoding of scores and uploading of scanned calibrated results shall be done on or before August 9, 2023 through the link <https://bit.ly/SDOCAPIZOPCRFSY-22-23>.
- Expenses relative to the conduct of this activity shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
- Immediate and wide dissemination of this Memorandum is desired.


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

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
 under the following subjects:

CALIBRATION

SUBMISSION

PERFORMANCE

COMMITMENT



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