



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

March 25, 2019

DIVISION MEMORANDUM

DM No. 90, s. 2019

SUBMISSION OF SY 2018-2019 IPCRF/OPCRF

To: **Assistant Schools Division Superintendent, CID Chief, SGOD Chief, Public Schools District Supervisors, Elementary and Secondary Schools Heads, All Others Concerned**

- Pursuant to the provision of the Department Order No. 2, s. 2015, the performance review and evaluation shall be done at the end of the performance cycle to assess the office and individual employee's performance level based on the commitments and measures as contained in the signed **Office Performance Commitment and Review Form (OPCRF)** and **Individual Performance Commitment and Review Form (IPCRF)**.
- This Office announces the submission of the School Heads' OPCRf and summary of school personnel OPCRf/IPCRf for SY 2018-2019 consolidated by district.

	Date
Submission of OPCRf to the ASDS Office for signature	April 10, 2019
Submission of summary of OPCRf and IPCRF by district	May 6, 2019

- The School Heads shall use the attached template while the teachers shall utilize the forms in the E-Copy of RPMS Manual Appendices D1- D4 provided to the district during the Division RPMS/PPST training. Please refer to the table below for the signatories.

RATEE	RATER	APPROVING AUTHORITY
Principal/Head Teacher/TIC	Public Schools District Supervisor	Assistant Schools Division Superintendent 1 st District - ASDS Buddy Chester M. Repia 2 nd & 3 rd Districts - ASDS Nadine C. Celindro

DEPEDQUEZON-TM-SDS-04-009-001

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)
Cell No: 09175824629





DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

		4 th District - ASDS Gerlie M. Ilagan, Ed.D.
Department Head/Master Teacher	Principal	Principal
Teacher	Department Head/Principal	Principal
Non-Teaching Staff	Principal/Public Schools District Supervisor	Principal/Public Schools District Supervisor

- Summary of IPCRF/OPCRF Rating and School Heads' OPCRf in three (3) copies (1 copy for ASDS office, 1 copy for HR section and 1 copy for School/District) shall be submitted to the Records Section. Please download the summary template at tinyurl.com/quezonisotemplate.
- Immediate dissemination and compliance to this Memorandum is desired.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

asds/hcc/03/25/2019

DEPEDQUEZON-TM-SDS-04-009-001

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629



This form is a property of SCHOOLS DIVISION OFFICE - QUEZON PROVINCE. Therefore, unauthorized use is strictly prohibited unless otherwise permitted by the Schools Division Superintendent.