



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON



**UNNUMBERED MEMORANDUM**

UM no. 317, s. 2017

TO: Assistant Schools Division Superintendents  
SGOD/CID Chiefs  
Curriculum Implementation Division  
School Governance and Operations Division  
Unit Heads  
Division Personnel

FROM:   
**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

DATE: **November 28, 2017**

SUBJECT: **Submission of 2017 Office Performance Commitment Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF)**

Pursuant to the provisions of the Department Order No. 2, s.2017, the Division Office Performance Management Team (SDO PMT) conducts the performance review and evaluation at the end of the performance cycle.

As such, this Office would like to reiterate the timely submission of the division/units OPCRf for chief and unit heads and IPCRF of their respective personnel following the schedules below:

OPCRF/ IPCRF	Schedule
IPCRF submission to the Chief/Unit Head for review.	December 8, 2017
Submission of OPCRf and IPCRF by Division/unit to the Office of the ASDS for review.	December 10, 2017
Submission of OPCRf and IPCRF to the SDS for approval of Rating	December 12, 2017
Submission of SDO OPCRf to the Regional Office	December 14, 2017

Kindly refer to the attached summary template as cover page of OPCRf and IPCRF per Division/Unit.

Please also note that failure to submit the abovementioned on the cited date is a valid ground for disqualification of its eligibility for the grant of the 2017 performance-based bonus (DO No. 2, s.2015, Item VIII, Disqualification Criteria).

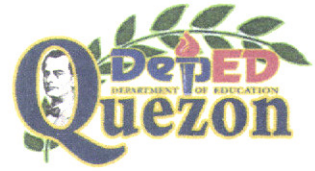
Immediate dissemination of and compliance to this Memorandum is desired.

**DEPED QUEZON ICT**  
UPLOADED BY: Gian  
DATE: 11/28/17 TIME: 8:55  
REFERENCE NO: Um 317-17

**Bawat bata kinakalinga!**



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Division: \_\_\_\_\_  
Section Chief/Unit Head: \_\_\_\_\_  
OPCRF Rating: \_\_\_\_\_

Personnel	IPCRF Rating	
	Numerical	Descriptive

\*one copy only

Prepared by:

Chief/ Unit Head