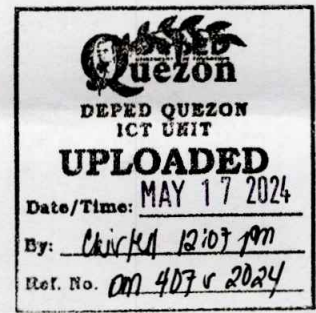




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 May 2024

**DIVISION MEMORANDUM**

DM No. 407, s. 2024

**CONDUCT OF YEAR-END PERFORMANCE MANAGEMENT REVIEW AND  
SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE  
COMMITMENT FORMS (OPCRF/IPCRF) FOR  
SCHOOL-BASED PERSONNEL**

**To:** Assistant Schools Division Superintendents  
Performance Management Team Members and Alternates  
Public Elementary and Secondary School Heads  
All Others Concerned

1. As part of the DepEd's Results-based Performance Management System (RPMS) cycle, based on DepEd Order No. 2, s. 2015, offices are expected to conduct Performance Review and Evaluation at the end of the performance cycle to assess office and individual employees' performance levels based on the commitments and measures as contained in the signed OPCRf and IPCRF.
2. Through the School Performance Management Team (PMT), headed by the School Head, performance reviews in the school shall be conducted at the end of the school year based on the School Calendar for SY 2023-2024. Meanwhile, the Division PMT shall facilitate the conduct of School Head self-rated OPCRf Evaluation/Calibration for School Heads through clustering.
3. The output of the said activity is the rated Office/Individual Performance Commitment and Review Form (OPCRf/IPCRf) supported by evidential documents. Evidence can be either hard or soft copy, whichever is applicable.

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4. School-based Teaching personnel shall use the RPMS-PPST Tools. School Heads shall use the Division initiated OPCRf for School Heads which can be downloaded through <https://tinyurl.com/SDOQuezonOPCRF>.
5. The specific name of the school/station must be clearly stated in the IPCRF/OPCRf.
- 6. The average rating of individual personnel shall not go higher than the collective performance assessment of the office.**
7. School-based personnel shall submit their IPCRF to their School Heads after the Year-End Performance Review, while OPCRfs shall be submitted to the Division Office through the Records Section after the Cluster Performance Review/Validation.
8. Schools districts, through the designated Administrative Officer II, shall consolidate the PMT-validated OPCRfs of their school districts.
9. Please refer to the table below for the signatories.

<b>RATEE</b>	<b>RATER</b>	<b>APPROVING AUTHORITY</b>
Principal/Head Teacher/TIC	Assistant Schools Division Superintendent (in-Charge) Joepi F. Falqueza- 1st and 2nd District Venus T. Balmedina-3rd District Roselyn Q. Golfo - 4th District	Schools Division Superintendent Rommel C. Bautista
Department Head (HT)/ Master Teacher	Principal/School Head	Assistant Schools Division Superintendent (in-Charge) Joepi F. Falqueza- 1st and 2nd District Venus T. Balmedina-3rd District Roselyn Q. Golfo - 4th District

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RATEE	RATER	APPROVING AUTHORITY
Teacher (from schools with Master Teacher/Head Teacher (Dept. Head))	Head Teacher (Department Head) /Master Teacher/ Assistant Principal	Principal
Teacher (from schools with no Master Teachers, Head Teachers and/or Assistant Principal)	School Head	Assistant Schools Division Superintendent (in-Charge) Joepi F. Falqueza– 1st and 2nd District Venus T. Balmedina–3rd District Roselyn Q. Golfo – 4th District
Non-Teaching (With AO IV)	Administrative Officer IV	Principal/ School Head
Non-Teaching (Without AO IV)	Principal/ School Head	Administrative Officer V (OSDS)
ALS Implementers (school-based)	Master Teacher/Head Teacher	Principal/ School Head
ALS Implementers (community learning centers-based)	Education Program Specialist for ALS/ In-Charge of ALS	CID Chief

10. Two hardcopies of School Heads' OPCRf and one copy of OPCRf/IPCRf Ratings summary shall be submitted to the Records Section. Summary template can be downloaded at [tinyurl.com/quezonisotemplate](http://tinyurl.com/quezonisotemplate). Please follow the schedule below.

Activities	Timelines
Year-End Performance Review	July 1 – 5, 2024
Calibration, Validation and Submission of OPCRf (School Head)/ IPCRF (Head teacher – Dept. Head/ Master Teacher) to the ASDS Office for signature	July 8 – 19, 2024
Submission of OPCRf and IPCRF Summary by district (1 hardcopy – Records, spreadsheet and PDF file to <a href="mailto:sdo.quezon.personnel@deped.gov.ph">sdo.quezon.personnel@deped.gov.ph</a> , <a href="mailto:sdo.quezon.records@deped.gov.ph">sdo.quezon.records@deped.gov.ph</a> )	July 22 – August 2, 2024

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Submission of scanned, consolidated and signed OPCRf (in PDF with file name: OPCRf22-23_District Name_School Name) via <b><u>sdo.quezon.opcrf@deped.gov.ph,</u></b> <b><u>sdo.quezon.planning@deped.gov.ph</u></b> and <b><u>sdo.quezon.personnel@deped.gov.ph</u></b> *Note: Only the district shall submit the consolidated files using the email subject OPCRf 2022-2023_District Name. The total number of school shall match the total submitted OPCRf in PDF	August 16, 2024
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11. Submission of OPCRf shall be ONE DTS for ONE OPCRf.

12. Calibration and validation shall be done on the following schedule:

Date & Time	PM Team 1 Schedule	PM Team 2 Schedule	PM Team 3 Schedule
Time: 8:00 – 5:00 PM	<i>Team Leader:</i> Joepi L. Falqueza  <i>Members:</i> Lorena Walangsumbat Marbin Jeramil Fragata Emmanuel Victor Emmanuel Maderazo Carlos Sanchez  <i>TWG/ Validators:</i> EPSs, PSDSs  <i>In charge of Report/            Encoder: Selected AO</i>	<i>Team Leader:</i> Venus T. Balmedina  <i>Members:</i> Ronaldo Garcia Raul Agaran Edmundo Marin Jr. Rodelio Esmerna Jr.  <i>TWG/ Validators:</i> EPSs, PSDSs  <i>In charge of Report/            Encoder: Selected AO</i>	<i>Team Leader:</i> Roselyn Q. Golfo  <i>Members:</i> Elizabeth M. De Villa Maria Dolores Atienza Wennie O Gaela Oscar Duma Jr.  <i>TWG/ Validators:</i> EPSs, PSDSs  <i>In charge of Report/            Encoder: Selected AO</i>
July 08, 2024	Real, Infanta, General Nakar 1 & 2 (Venue: Real Sub-Office)	Catanauan 1 & 2, Agdangan (Venue: Catanauan Sub- Office)	Gumaca East, Lopez East, Atimonan 1 (Venue: Gumaca Sub- Office)
July 09, 2024	Burdeos, Polillo, Panukulan, Patnanungan, Jomalig (Venue: Real Sub-Office)	Buenavista 1 & 2, Padre Burgos, Gen. Luna (Venue: Catanauan Sub- Office)	Gumaca West, Lopez West, Atimonan 2 (Venue: Gumaca Sub- Office)

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<b>Date &amp; Time</b>	<b>PM Team 1 Schedule</b>	<b>PM Team 2 Schedule</b>	<b>PM Team 3 Schedule</b>
Time: 8:00 – 5:00 PM	<i>Team Leader:</i> Joepi F. Falqueza  <i>Members:</i> Lorena Walangsumbat Marbin Jeramil Fragata Victor Emmanuel Maderazo Carlos Sanchez  <i>TWG/Validators:</i> EPSs, PSDSs  <i>In charge of Report/ Encoder: Selected AO</i>	<i>Team Leader:</i> Venus T. Balmedina  <i>Members:</i> Ronaldo Garcia Raul Agaran Edmundo Marin Jr. Rodelio Esmerna Jr.  <i>TWG/Validators:</i> EPSs, PSDSs  <i>In charge of Report/ Encoder: Selected AO</i>	<i>Team Leader:</i> Roselyn Q. Golfo  <i>Members:</i> Elizabeth M. De Villa Maria Dolores Atienza Wennie O Gaela Oscar Duma Jr.  <i>TWG/Validators:</i> EPSs, PSDSs  <i>In charge of Report/ Encoder: Selected AO</i>
July 11, 2024	Sampaloc, Pagbilao 1 & 2 (Division Library Hub)	San Francisco 1 & 2, Pitogo, (Venue: Catanauan Sub-Office)	Calauag East, Calauag West (Venue: Gumaca Sub-Office)
July 12, 2024	Candelaria East, Candelaria West, San Antonio, Tiaong 1 (Division Library Hub)	San Narciso 1 & Macalelon (Venue: Catanauan Sub-Office)	Guinayangan North, Tagkawayan 1 (Venue: Gumaca Sub-Office)
July 15, 2024	Tiaong 2, Dolores, Sariaya East, Sariaya West (Division Library Hub)	San Andres San Narciso 2, (Venue: Catanauan Sub-Office)	Guinayangan South, Tagkawayan 2 (Venue: Gumaca Sub-Office)

*\*Advisories will be given for any conflict schedule.*

13. Unless justified and accepted by the PMT, **non-submission of the OPCRIF/IPCRF within the specified dates shall be a ground for employee's disqualification for performance-based personnel actions as per DO 2, s. 2015** that require the rating such as promotion, training, scholarship, grants, and PBB.

14. The office performance assessment discussed in the performance review and conference shall be final and non-appealable.

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14. The office performance assessment discussed in the performance review and conference shall be final and non-appealable.
15. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of the notice of their final performance evaluation rating from the Head of Office. However, an office/unit or individual employee shall not be allowed to protest the performance ratings of another office/unit or co-employees. Please refer to DO 2, s. 2015, for proper guidance on the appeal process.
16. Outstanding employees who belong to the top five percent (5%) of all incumbent officials and employees may be granted Step Increment/s Due to Meritorious Performance as per CSC and DBM Joint Circular No. 1, s. 2012. Once all ratings have been verified and compiled by the PMT Secretariat/Personnel Staff, a memo with a list of qualified employees will be released.
17. Expenses related to the conduct of this activity shall be charged against MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
18. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Parmjd/f05/14/2025

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