



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



14 June 2023

DIVISION MEMORANDUM
DM No. 455, s. 2023

**CONDUCT OF YEAR-END PERFORMANCE MANAGEMENT REVIEW AND
SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE AND REVIEW
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 DeEd 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 employee's performance level based on the commitment and measures as contained in the signed OPCRf and IPCRF.
2. Thru the School Performance Management Team (PMT) headed by the School Head, performance review in the school shall be conducted at the End of the School Year based on the School Calendar for SY 2022-2023. Meanwhile the Division PMT shall facilitate the conduct of School Head self-rated- OPCRf Evaluation/Calibration for School Heads thru 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 either be hard or softcopy whichever is applicable.
4. School-based Teaching personnel shall use the RPMS-PPST Tools which can be accessed and downloaded through bit.ly/RPMSPPSTMULTIYEAR while School Heads shall use the Division initiated OPCRf for School Heads which can be downloaded thru <https://tinyurl.com/SH-OPCRF2022-2023>.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Specific name of 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 conduct of Year-End Performance Review, while OPCRf shall be submitted to the Division Office thru the Records Section after the conduct of Cluster Performance Review/Validation.
8. Schools districts, thru the Administrative Officer II, shall consolidate the PMT-validated OPCRf of their schools district.
9. Please refer to the table below for the signatories.

RATEE	RATER	APPROVING AUTHORITY
Principal/Head Teacher/TIC	Assistant Schools Division Superintendent (in-Charge) Edward D. Garcia – 1st and 2nd District Herbert D. Perez –3rd District Gregorio T. Mueco – 4th District	Schools Division Superintendent Rommel C. Bautista
Department Head/ Master Teacher	Principal/School Head	Assistant Schools Division Superintendent (in-Charge) Edward D. Garcia – 1st and 2nd District Herbert D. Perez –3rd District Gregorio T. Mueco – 4th District
Teacher	Head Teacher (Department Head) /Master Teacher/ Principal/ School Head	Principal/ School Head
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)	Education Program Specialist for ALS	CID Chief

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learning centers-based		
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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. Please follow the schedule below.

Activities	Timelines
Year-End Performance Review	July 24 – August 4, 2023
Calibration, Validation and Submission of OPCRf (School Head)/ IPCRF (Head teacher – Dept. Head/ Master Teacher) to the ASDS Office for signature	August 7 – 19, 2023
Submission of OPCRf and IPCRF Summary by district (1 hardcopy – Records, spreadsheet and PDF file to sdo.quezon.personnel@deped.gov.ph , sdo.quezon.records@deped.gov.ph)	August 21 – 25, 2023
Submission of scanned, consolidated and signed OPCRf (in PDF with file name: OPCRf22-23_District Name_School Name) via sdo.quezon.planning@deped.gov.ph and sdo.quezon.personnel@deped.gov.ph	August 28 - September 1, 2023

*Note: Only the district shall submit the consolidated file using the email subject OPCRf 2022-2023_District Name. The total number of school shall match the total submitted OPCRf in PDF

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11. 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> Edward Garcia <i>Members:</i> Lorena Walangsumbat Marbin Jeramil Fragata Victor Emmanuel Maderazo Carlos Sanchez Oscar Duma Jr. <i>TWG/ Validators:</i> EPSs, PSDSs	<i>Team Leader:</i> Herbert Perez <i>Members:</i> Ronaldo Garcia Raul Agaran Edmundo Marin Jr. Rodelio Esmerna Jr. <i>TWG/ Validators:</i> EPSs, PSDSs	<i>Team Leader:</i> Gregorio Mueco <i>Members:</i> Elizabeth M. De Villa Maria Dolores Atienza Wennie O Gaela <i>TWG/ Validators:</i> EPSs, PSDSs
August 07, 2023	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)
August 08, 2023	Burdeos, Polillo, Panukulan, Patnanungan, Jomalig (Venue: Real Sub-Office)	Buenavista 1 & 2, Padre Burgos (Venue: Catanauan Sub-Office)	Gumaca West, Lopez West, Atimonan 2 (Venue: Gumaca Sub-Office)
August 09, 2023	Lucban, Mauban North, Mauban South (Division Training Center)	Mulanay 1 & 2, Unisan (Venue: Catanauan Sub-Office)	Alabat, Perez, Quezon, Plaridel (Venue: Gumaca Sub-Office)
August 10, 2023	Sampaloc, Pagbilao 1 & 2 (Division Training Center)	San Francisco 1 & 2, Pitogo, (Venue: Catanauan Sub-Office)	Calauag East, Calauag West (Venue: Gumaca Sub-Office)
August 11, 2023	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)
August 14, 2023	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.*

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12. Unless justified and accepted by the PMT, **non-submission of the OPCRF/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.
13. Office performance assessment as discussed in the performance review and conference shall be final and non-appealable.
14. 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 notice of their final performance evaluation rating from the Head of Office. An office/unit or individual employee, however shall not be allowed to protest the performance ratings of other office/unit or co-employees. Please refer to DO 2, s. 2015 for proper guidance on the appeal process.
15. Outstanding employees who belong to the **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. When all ratings have been verified and compiled by the PMT Secretariat/Personnel Staff, a memo with a list of qualified employees will be released.
16. Expenses relative to the conduct of this activity shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
17. Immediate dissemination of and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjdf06/14/2023

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