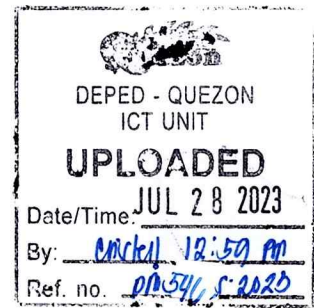




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 June 2023

DIVISION MEMORANDUM

DM No. 546, s. 2023

**CORRIGENDUM TO DM 455, S. 2023 RE: 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. With reference to DM 455, S. 2023 RE: CONDUCT OF YEAR-END PERFORMANCE MANAGEMENT REVIEW AND SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE AND REVIEW FORMS (OPCRF/IPCRF) FOR SCHOOL-BASED PERSONNEL please be advised of the following corrections.
 - a. For teacher from schools with no Master Teachers, Head Teachers and/or Assistant Principal (in DepEd Quezon), Rater shall be the School Head and ASDS-in-Charge as Approving Authority.
 - b. General Luna District calibration and validation schedule shall be on August 8, 2023.
2. For IPCRF of Teaching and Teaching Related personnel in which the ASDSs-in-charge are the approving authority, school heads are required to attached the Minutes of Meetings indicating the proceedings of year-end review conducted and findings for each concerned teachers as regards their performance.
3. Moreover, PMT Members and deputized personnel during the conduct of calibration and validation shall use the attached Monitoring and Calibration Report and shall be submitted to the Division PMT Secretariat for consolidation.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Immediate dissemination of and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Parmjd/f07/24/2023

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REPORT ON VALIDATED AND RECALIBRATED RATINGS

District: _____ Date of Validation/Calibration: _____

No.	Name of School	Average IPCRFs	Self-Rating (OPCRF)	Calibrated/ Final Rating (OPCRF)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

**The average IPCRF (of all personnel in school) shall not go higher than the OPCRf.*

Name and Signature of PMT Members/ Validators

Name and Signature of PMT Members/ Validators

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