



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

**UNNUMBERED MEMORANDUM**

**TO:** OIC – Assistant Schools Division Superintendents  
 Division Chiefs/ Section Heads  
 All Others Concerned

**FROM:** ELIAS A. ALICAYA JR., EdD.  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

**SUBJECT:** Reiteration on the Signatories of Division Personnel OPCRf/IPCRFs

**DATE :** January 14, 2021

In line with the submission of Office and Individual Performance Commitment Forms (OPCRf/IPCRFs), this is to reiterate that as per DepEd Order 2, s. 2015 the following signatories shall be reflected in the Division Personnel OPCRf/IPCRFs.

	RATEE	RATER	APPROVING AUTHORITY
1	Asst. Superintendent	Superintendent	Asst. Regional Director
2	Chief of Division	Asst. Superintendent	Superintendent
3	Education Program Supervisor	Chief of Division	Asst. Superintendent
4	District Supervisor	Chief of Division	Asst. Superintendent
5	Section Chief/Unit Head	Chief of Division	Asst. Superintendent
6	Staff	Section Chief/ Unit Head	Head of Division

Division Personnel are advised to refer to *Unnumbered Memorandum dated September 2, 2020 Re: Assignment of OIC-Assistant Schools Division Superintendent* for the assignment of signatories of the ASDS. Likewise the ASDS-in-Charge of the Office of the Schools Division Superintendent (OSDS) shall sign in place of OSDS Head of Division.

For the information, guidance and compliance of all concerned.



ICT UNIT  
**UPLOADED**  
 Date/Time: 1/18/2021 3:50pm  
 By: Rommel  
 Ref No. : UM 008, S. 2021

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