



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

December 23, 2022

**Division Memorandum**

No 543, s. 2022

**Schedules of OPCR/IPC/RF Rating for Non-School Based Personnel FY 2022 and the Performance Commitment and Review Form (OPCR/IPC/RF) for FY 2023**

TO: Assistant Schools Division Superintendent  
 Chiefs Education Supervisor (SGOD and CID)  
 Education Program Supervisors  
 Public Schools Supervisors  
 Budget and Finance Personnel  
 Administrative Section Personnel  
 PMT Secretariat  
 All Others Concerned

1. Pursuant to DepEd Order No. 2 s, 2015 the implementing guidelines of the Results-Based Performance Management System for Non-School Based personnel covers a performance for one whole year. All non-school based personnel shall follow a performance cycle starting in January and ending in December of the rating year. Moreover, the performance planning and commitment shall be done prior to the beginning of the performance cycle.
2. Below are the schedules of the rating and performance planning and commitment of the office engagement;

Activities	Rating/Performance Planning and Commitment	Persons Involved/Rater
1. Rating of OPCR/IPC/RF of Division Chiefs and IPCRF of Sections Heads	<b>December 15, 2022 to January 10, 2023</b>	OIC-ASDS
2. Rating of other IPCRF Personnel		Division Chiefs and Section Heads

Department of Education  
 Division of Dapitan City  
**RELEASED**  
 NO 543 DATE 12-29-22  
 TIME 12:40 BY \_\_\_\_\_



Sunset Boulevard, Dawo, Dapitan City  
 (065) 917-5113  
[www.depeddapitanity.net](http://www.depeddapitanity.net)

[dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)  
[fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)






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3. Submission of Rating	<b>January 13, 2023</b>	HRD and HRMO
4. Performance Planning and Commitment for FY 2023 with attached 2023 PPAs	<b>January 16-20, 2023</b>	OIC-ASDS, Division Chiefs and Section Heads

3. Anent this, all School Division Personnel are advised and reminded to follow the process as stipulated in the DepEd order. Likewise, to adhere the set schedules for the office activities and engagement.
4. Immediate dissemination of this memorandum is desired.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent *fr*

