



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

Office of the Schools Division Superintendent

28 January 2025

DIVISION MEMORANDUM

No. 99, s. 2025

SUBMISSION OF CT 2024 OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF/IPCRF) OF ALL SDO-BASED PERSONNEL

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors (SGOD and CID)
 Public Schools District Supervisors
 All School Heads
 Administrative Officer V
 All Others Concerned
 This Division

1. Pursuant to DepEd Memorandum No. 2, s. 2025, *Re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*, the chiefs of functional divisions and unit heads are enjoined to submit their duly accomplished OPCRf for CY 2024, for review and approval of the Top Management.
2. All are reminded of Paragraph 36, Part B on the Phase 2 on the Performance Monitoring and Coaching of DepEd Order No. 2, s. 2015, which specifically states that the RPMS shall put premium on KRAs towards the realization of organizational vision, mission, strategic priorities and the OPIF log frame. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents or any output as proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.
3. Likewise, all personnel under their supervision are directed to submit their rated IPCRF for CY 2024. The IPCRF shall be consolidated per functional division, arranged by position, including those under non-permanent status. It should be accompanied by an endorsement letter with a summary of rating and link to MOVs. Only one (1) copy of the OPCRf/IPCRF shall be submitted to the Office of the Administrative V on or before February 7, 2025 and retain one (1) personnel copy and one (1) office copy.
4. The consolidated Professional Development Needs and Plan (Part IV) shall also be submitted to the SGOD-Human Resource Development Section, on or before February 7, 2025. The report must be in Excel and PDF format to be uploaded to <https://bit.ly/ConsolidatedNeedsPlans>
5. Enclosures 1 and 2 present the templates for the Summary of Rating and Consolidated Development Plan.
6. For queries, please get in touch with Amythyst Faith Diao, Administrative Officer V and/or Michelle V. Torres, EdD, Senior Education Program Specialist, SGOD-HRD.
7. Immediate dissemination of this memorandum is desired.

Department of Education
 Division Office - Dapitan City
RELEASED
 NO 99 DATE 1-28-25
 TIME 3:50 BY [Signature]

VICENTE JOSE V. SUAREZ II, EMD
 Chief Education Supervisor, CID
 Officer-In-Charge

Office of the Schools Division Superintendent



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(Enclosure No. 1 to Division Memorandum No. ____ s. 2025)

SUMMARY OF OPCRF/IPCRF RATING, CY 2024

(FUNCTIONAL DIVISION)

#	NAME	POSITION	UNIT/SECTION	NUMERICAL RATING	DESCRIPTIVE RATING
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

LINK TO MOVs _____

This is to certify that the attached summarized rating is true and correct.

Chief/Unit Head Signature Over Printed Name



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