



Republic of the Philippines
Department of Education

REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

March 1, 2021

DIVISION MEMORANDUM

No. 074, s. 2021

SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR CY 2020 AND SY 2020-2021

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Unit and Section Heads
 Public School District Supervisors
 Principal in-Charge
 Elementary and Secondary School Heads
 Teaching, Teaching-Related, and Non-Teaching Personnel
 All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015, Results-based Performance Management System (RPMS), all teaching, teaching-related, and non-teaching personnel are mandated to accomplish the Individual/Office Performance Management and Review Forms (I/OPCRF) following the prescribed parts before submission to the Office.

- Part I. Individual Performance Commitment and Review Form with computed Final Rating
- Part II. Core Behavioral Competencies
- Summary of Ratings for Discussion
- Development Plans

2. Every personnel shall observe the timeline of submission and the documents to be submitted to the office in-charge:

Personnel	Schedule of I/OPCRF Submission and Office in-charge
School-based Personnel	<ul style="list-style-type: none"> ▪ A week after Moving Up or Graduation Rites, the ratee submits the form to the rater ▪ Upon receipt, the rater together with the ratee checks the completeness and accuracy of the form and submits the same to the district in-charge for consolidation ▪ Within two weeks, the district in-charge consolidates the I/OPCRF of all district personnel, by category (teaching, teaching-related, non-teaching) highlighting the Top 5

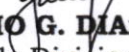


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	<p>Strengths and Top 5 Learning/Development Needs to be submitted to the SGOD HRD Section through hrd.northersamar@deped.gov.ph</p> <ul style="list-style-type: none"> ▪ Last week of August shall be the submission of the consolidated I/OPCRF ratings to the Division Office, attention: Jocelyn I. Acebuche, Planning Officer
<p>SDO Personnel</p>	<ul style="list-style-type: none"> ▪ Within the first two weeks of March, the ratee shall submit the form to the rater ▪ Upon receipt, the rater together with the ratee checks the completeness and accuracy of the form ▪ Once checked, verified and signed, the head of the unit or section will consolidate the I/OPCRF his/her direct reports highlighting the Top 5 Strengths and Top 5 Learning/Development Needs to be submitted to the SGOD HRD Section through hrd.northersamar@deped.gov.ph ▪ Last week of March shall be the submission of the consolidated I/OPCRF ratings to the Planning Office, attention: Jocelyn I. Acebuche, Planning Officer

3. Immediate and wide dissemination of this Memorandum is desired.


GORGONIO G. DIAZ JR., PhD, CESO V
 Schools Division Superintendent