



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 4, 2021

DIVISION MEMORANDUM

No. 251, s. 2021

**REITERATION OF THE SUBMISSION OF INDIVIDUAL AND OFFICE
PERFORMANCE COMMITMENT AND REVIEW FORMS
(I/OPCRFs) FOR SY 2020-2021**

To: Public Schools District Supervisors
Principals in-Charge
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel (school-based)
All Others Concerned

1. This Office, through the Performance Management Team (PMT), reminds all Elementary and Secondary School Heads, teaching and non-teaching personnel on the submission of the accomplished Individual/Office Performance Commitment and Review Forms (OPCRFs) for SY 2020-2021 with corresponding Means of Verifications (MOVs) following the timeline below:

Activities	Date	In-Charge
1. Submission of the accomplished OPCRFs (soft and hard copies) with corresponding MOVs to the Public Schools District Supervisors	August 18, 2021 (Wednesday)	Elementary and Secondary School Heads
2. Consolidation of the accomplished OPCRFs (soft and hard copies) with corresponding MOVs	August 19, 2021 (Thursday)	Public Schools District Supervisors
3. Submission of the accomplished OPCRFs with corresponding MOVs (soft and hard copies) to the Personnel Section (c/o Carmencita L. Martires)	August 20, 2021 (Friday)	Public Schools District Supervisors



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9801
Email: nsamardivision@deped.gov.ph
Division Official Website: <https://depednsamar.ph>



2. Soft (PDF File) and 2 hard copies of OPCRf (1 personal copy and 1 for 201 file) shall be submitted to the Personnel Section.

3. The following parts of the I/OPCRf must be properly and completely accomplished by the ratee upon submission:

- a) PART I. Office Performance Commitment and Review Form
- b) PART II. Competencies
- c) PART III. Summary of Ratings for Discussion
- d) PART IV. Development Plans

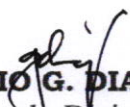
4. It is hereby reiterated pursuant to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System [RPMS] in the Department of Education) that the Rater and the Approving Authority of all School Heads are the Assistant Schools Division Superintendent (ASDS) and the Schools Division Superintendent (SDS), respectively. Moreover, in Memorandum PHROD-2021-0010 dated January 11, 2021, the Ratee, Rater and Approving Authority in the RPMS for Teachers are as follows:

Ratee/Teacher	Rater/Observer	Approving Authority
Head Teacher Master Teacher	Principal/School Head	Superintendent
Teacher	Principal/School Head <i>(Elementary and/or Secondary Schools with no MT or Head Teacher)</i>	Superintendent
Teacher	Master Teacher/Head Teacher/Assistant Principal	Principal/School Head
ALS Implementers (school-based)	Master Teacher/Head Teacher/Assistant Principal	Principal/School Head
ALS Implementers (community learning centers-based)	Education Program Specialist for ALS	Chief of Curriculum Implementation Division (CID)

5. Paragraph 2 of Division Memorandum 074, s. 2021 re: Submission of IPCRF and OPCRf for CY 2020 and SY 2020-2021 highlights the district consolidation of Top 5 strengths and Top 5 Learning/Development Needs to be submitted to hrd.northernsamar@deped.gov.ph; whereas, consolidated district numerical ratings to the SGOD Planning Office, attention: Jocelyn I. Acebuche.

6. Once all OPCRfs have been signed, personal copies can be asked from the Office of the Personnel Section.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.


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