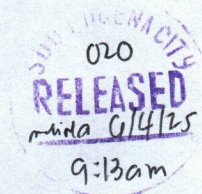




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



28 May 2025

DIVISION MEMORANDUM

No. 207, s. 2025

SUBMISSION OF SCHOOL BASED OPCRf & IPCRF FOR S.Y. 2024-2025

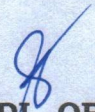
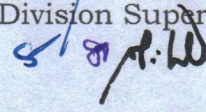
TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. 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”, and DepEd Memorandum DM-OSEC-2024-01 “Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) relative to Executive Order No. 61 (s. 2024)”, this Office announces the submission, validation and calibration of the following:

TIMELINE	ACTIVITY
June 9-11, 2025	<ul style="list-style-type: none">• Uploading of eIPCRF of teachers• Submission, validation and calibration of Individual Performance Commitment and Review Form (IPCRF) with MOVs of all Master Teachers and Head Teachers with Outstanding Performance Rating
June 13, 2025	<ul style="list-style-type: none">• Validation and calibration of School Head’s OPCRf
June 16-18, 2025	<ul style="list-style-type: none">• Releasing of approved IPCRF of Master Teachers and School Heads’ OPCRf
June 20, 2025	<ul style="list-style-type: none">• Submission of schools’ approved OPCRf and IPCRF both in hard (1 copy) and soft copy with summary of ratings (<i>Annex A</i>)

2. The soft copy must be submitted in **Portable Document Format (PDF)** via the link that will be provided by the designated person. The PDF file should be **readable and in landscape format**. It is expected that all uploaded forms have been thoroughly reviewed, duly approved, and properly signed.

3. For further queries and clarifications, you may contact Division PMT Focal Person through Marck Andro E. Bernabe, Planning Officer III (0917-143-4071).
4. Immediate dissemination of and compliance with this Memorandum is desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent


OSDS/PER / GMH /
160 / 05/28/2025

DM - SUBMISSION, VALIDATION AND CALIBRATION OF SCHOOL HEADS' OFFICE
PERFORMANCE COMMITMENT AND REVIEW FORM FOR S.Y. 2024-2025

SCHOOL
SUMMARY OF PERFORMANCE RATING
FOR SCHOOL YEAR _____

NO.	NAME OF EMPLOYEE	POSITION TITLE	PERFORMANCE RATING	
			NUMERIC	ADJECTIVAL
1	<i>School Head</i>			
2	<i>Teaching personnel</i>			
3	<i>Teaching personnel</i>			
4	<i>Teaching personnel</i>			
5	<i>Non-teaching personnel</i>			

**please arrange alphabetically and may add rows*

The table above shows the _____ performance rating of the personnel in the _____. There are ____ or ____% with Outstanding Rating. Meanwhile, ____ or ____% with Very Satisfactory Rating.

Moreover, the average performance rating of the _____ is _____. Therefore, the _____ performed with an Outstanding Rating.

Prepared by:

 Administrative Officer II/Assistant

Reviewed and approved by:

 School Head