



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

5 January 2024

DIVISION MEMORANDUM
OSD-2024-004

**CORRIGENDUM ON SUBMISSION OF INDIVIDUAL PERFORMANCE
COMMITMENT REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) FOR YEAR 2023 OF DIVISION
OFFICE PERSONNEL**

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
Division Office Personnel
All Others Concerned

1. Relative to Division Memorandum OSD-2023-245 “Submission of Individual Performance Commitment Review Form (IPCRF) and Office Performance Commitment and Review Form (OPCRF) for Year 2023 Of Division Office Personnel” in the Division level, the Ratee-Rater relationship is identified as follows:

	RATEE	RATER	APPROVING AUTHORITY
1	Superintendent	Asst. Regional Director	Regional Director
2	Asst. Superintendent	Superintendent	Asst. Regional Director
3	Chief Division	Asst. Superintendent	Superintendent
4	Education Program Supervisor	Chief Division	Asst. Superintendent
5	District Supervisor	Chief Division	Asst. Superintendent
6	Section Heads – SGOD	Chief Division	Asst. Superintendent
7	Section Heads - OSDS	Asst. Superintendent	Superintendent
8	Unit Heads	Administrative Officer V	Asst. Superintendent
9	Staff	Section / Unit Head	Head of Division

- o OSDS Section Heads – Administration, Accounting, Budget, Legal, ICT
- o Unit Heads – Cash, Personnel, Records, Supply



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2. All other provisions of the previous memorandum are still in effect.
3. Immediate dissemination of this Memorandum is desired.

rpt/001


SUSAN D.L. ORIBIANA
Schools Division Superintendent