

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

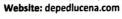
o Unit Heads – Cash, Personnel, Records, Supply





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

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SUSAN DL. ORIBIANAS
Schools Division Superintendent