



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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September 28, 2023

**DIVISION MEMORANDUM**

SGOD No. 90, s. 2023

**SUBMISSION OF OPCRF AND IPCRF**

To: Asst. Schools Division Superintendent  
Chiefs, Curriculum Implementation and  
School Governance and Operations Divisions  
OSDS Section Heads  
Education Program Supervisors  
Cluster Heads  
Elementary & Secondary School Heads  
This Division

1. In connection with improving the proper monitoring and recording of OPCRF and IPCRF submissions, hereunder is the process and guidelines, to wit;
  - a. OPCRF
    1. Hard copy of verified and signed OPCRF shall be submitted to Division Planning Unit for proper filing and consolidation of development plan.
    2. Soft copy of the submitted OPCRF shall be uploaded to the following link, <https://bit.ly/OPCRF-IPCRFsubmission>
  - b. IPCRF
    1. Hard copies of individual IPCRF collected by the School Head shall be submitted to the HRM Office with the summary templates provided herewith for Proficient and Highly Proficient.
    2. The received copy of submitted summary shall be scanned and uploaded to the link, <https://bit.ly/OPCRF-IPCRFsubmission>
2. For the IPCRF of teachers, the submission shall be two (2) weeks after the end of school year while the OPCRF of school heads shall be three (3) weeks after the end of the school year.






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3. For the SDO Personnel, the Functional Division Chiefs and AO V for the OSDS shall submit the hard copy of the approved IPCRF with Part III & IV on or before the 30<sup>th</sup> of January of each year to the HRMO. Hence, the HRMO shall scan and upload the Summary of Ratings of the SDO Personnel to this link, <https://bit.ly/OPCRF-IPCRFsubmission>
4. For the information, guidance, and compliance of all concerned.

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

For and in the absence of the  
Schools Division Superintendent:

  
**ZENAIDA B. PORRAS**  
Administrative Officer V

Enclosure: None  
Reference: Office Memorandum OSDS No. 24, s. 2023  
Allotment: None  
To be indicated in the Perpetual Index under the following subjects:

*IPCRF*      *OPCRF*      *Performance Rating*

ASR/SGOD/DM/SUBMISSION OF OPCRf AND IPCRF/September 28, 2023



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**Summary of School's IPCRF Submission (PROFICIENCY)**

For School Year: \_\_\_\_\_

School ID: \_\_\_\_\_

School Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_

|    | Name | Rating | Adjectival Rating |
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| 1  |      |        |                   |
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Verified & Approved by:

\_\_\_\_\_  
School Head





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**Summary of School's IPCRF Submission (HIGHLY PROFICIENT)**

For School Year: \_\_\_\_\_

School ID: \_\_\_\_\_

School Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_

|    | Name | Rating | Adjectival Rating |
|----|------|--------|-------------------|
| 1  |      |        |                   |
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Verified & Approved by:

\_\_\_\_\_  
School Head

