



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

January 4, 2024

OFFICE MEMORANDUM
OSDS No. 001, s. 2024

**REPORTING OF 2023 YEAR-END OPCRf, IPCRF AND OTHER STANDARD
TEMPLATE**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
All SDO Personnel Concerned

1. In adherence to DepEd Order 02 s. 2015, "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education," the Reporting of the Results of Rating for the 2023 Year-End review and rating of the Office Performance Commitment Review Form (OPCRF) and Individual Performance Commitment Review Form (IPCRF) of personnel shall be January 12, 2023 at 1:30 in the afternoon through online platform.
2. All Chiefs/Unit/Section Heads are required to prepare a seven-minute powerpoint presentation to present the division/unit/section summary of ratings, Summary of the development Plan, needs for Technical Assistance in consideration to Performance Monitoring and Coaching, and functional division Office Performance Plan and Commitment (OPCRF).
3. The OPCRf and IPCRF shall be recalibrated to use the Office Functions version 3.0 and the standard templates.
4. Other necessary evidentiary requirements shall be submitted to appropriate office in complete and standard template such as:

| DOCUMENTS | RECEIVING UNIT/SECTION |
|---|--|
| 1. Individual Development Plan | Human Resource Development Section |
| 2. Journal of Accomplishments | Administrative Section |
| 3. Performance Monitoring and Coaching Form | Performance Management Team Secretariat & Chief of the Functional Division |



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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| 4. Individual Performance Commitment and Review Form (IPCRF) | Administrative Section & Chief of the Functional Division |
| 5. Rated Office Performance Commitment and Review Form (OPCRF) 2023 | Planning Section and Chief of the Functional Division |
| 6. Office Performance Commitment and Review Form (OPCRF) 2024 using Office Function v. 3.0 | Planning Section and Chief of the Functional Division |

4. The Performance Management Team shall draft a resolution to endorse the performance ratings of personnel to the Schools Division Superintendent.
5. The PMT Secretariat shall prepare the minutes of the and submit a report to the Schools Division Superintendent five days after.
6. For immediate dissemination and strict compliance.

For and in the absence of

MERVIE Y. SEBLOS, CESE
OIC- Asst. Schools Division Superintendent

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None

Reference: DepEd Order 02, s. 2015

Allotment: NONE

To be indicated in the Perpetual Index under the following subjects

PERFORMANCE RATINGS

MYS/OSDS/OM/ REPORTING OF 2023 YEAR-END OPCRF, IPCRF AND OTHER STANDARD TEMPLATE
/January 4, 2024



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