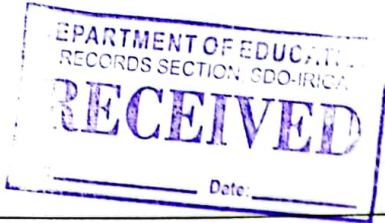




Republic of the Philippines
Department of Education
REGION V (BICOL)
SCHOOLS DIVISION OFFICE OF IRIGA CITY



November 14, 2022

Memorandum to:

**Asst. Schools Division Superintendent
Division Chiefs, CID and SGOD
Section/Unit Heads
School Heads, Elementary and Secondary
All teaching and non-teaching personnel**

From: **DANILO E. DESPI**
Schools Division Superintendent

Date: **November 14, 2022**

Subject: **SUBMISSION OF SIGNED APPROVED OPCRF AND IPCRF WITH
TARGETS ALIGNED WITH MFO'S FOR THE PAST TWO (2) RATING
PERIODS**

1. Per DepEd Order No. 2, s. 2015 Re: Guidelines on the Establishment of and Implementation of the Results-Based Performance Management System (RPMS) and DepEd Memorandum No. 04, s. 2022 Re: Implementation of the Results-Based Performance Management System-Philippine Professional Standards for Teachers (RPMS-PPST), the Cycle I-Performance Planning and Commitment shall be done prior to the start of the performance cycle.

2. Hence, to comply with the process and in preparation for the PRIME-HRM assessment, the field is hereby directed to submit their signed and approved Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) targets.

3. To facilitate the signing and compilation of said forms, the following shall be followed:

- All school heads' OPCR shall be collected at the district level by the OIC-PSDSs. The same will be submitted to the SDO for signing/approval by ASDS and SDS.
- The signed/approved school heads' OPCRF and the approved IPCRF of all personnel shall be forwarded to the Records Office. Then, the concerned PMS-TWG shall retrieve the files for PRIME-HRM purpose.
- For filing convenience, please use long size plastic folder following designated color per district:

Central District: Green
North District: Yellow

South District: Red
Secondary: Blue



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- d. The OPCR and IPCR shall be prepared in three (3) copies (personnel's copy, head of office's copy, and Records Office's copy).
- e. Likewise, scanned soft copy in .pdf format shall be uploaded to the appropriate folders in a designated Google Drive (<https://bit.ly/PERFTARGETS>) by the School ICT Coordinator/ITO. The file shall be named appropriately as follows:
 For teaching personnel: (LASTNAME_FIRSTNAME_MI_SY)
 For Non-teaching personnel (LASTNAME_FIRSTNAME_MI_CY)

4. Please remember that the OPCR and IPCR targets to be submitted shall be for two (2) rating periods (SY 2020-2021 and SY 2021-2022 for teaching personnel, and CY 2021 and 2022 for non-teaching personnel). It shall be unrated, meaning, the column for **To be Filled Out During Evaluation (Actual Results, Rating, and Score shall be UNFILLED.** Further, all concerned are advised to exercise utmost cautiousness in using the appropriate forms by referring to existing DepEd issuances.

5. The following timeline shall be observed:

1. Accomplishing the OPCR and IPCR by the head of office/individual personnel	November 21-25, 2022
2. Submission of signed approved school OPCR target to the district office	November 29, 2022
3. Submission of approved/signed IPCR target to the SDO through the Records Office	November 29, 2022
4. Signing/Approval of the OPCR targets by the ASDS/SDS	December 1-9, 2022
5. Retrieval of signed/approved OPCR and IPCR targets from the Records Office by the concerned PMS-TWG	December 12-16, 2022

6. For the information, guidance, and immediate compliance of all concerned.