



Republic of the Philippines

Department of Education

MIMAROPA Region

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASE
002339
Name: _____
Signature: _____
Date: AUG 17 2023

DIVISION MEMORANDUM

TO: Chief Education Supervisor, SGOD/ OIC of CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

SUBJECT: SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) OF SCHOOL HEADS FOR SCHOOL YEAR 2022-2023

DATE: August 17, 2023

1. Pursuant to DepEd Order No. 2, s. 2015 re: Guidelines on the Establishment and Implementation of Results-based Performance Management System (RPMS) in the Department of Education, all school heads are instructed to submit their Office Performance Commitment and Review Form for SY 2022-2023 to the Schools Division Office **on or before August 25, 2023** through their respective Public Schools District Supervisors.
2. The OPCRf of school heads shall be **in triplicate copies together with one set of the Means of Verification (MOV)s** agreed during the Mid-year Performance Review and Recalibration of OPCRf done in February 2023.
3. The MOVs may be submitted either in hard copy or in soft copy saved in a google drive or flash drive which ever is more practicable for the school heads.
4. The Public Schools District Supervisors are requested to receive the OPCRfs of the school heads from their respective Districts and conduct validation of the accomplishments vis-a-vis the submitted MOVs. Once the OPCRfs are validated, they are further requested to affix their initials after the name of the rater. Then, they shall immediately submit the same to the Schools Division Office for signature of the Rater and the Approving Authority.
5. Immediate dissemination of and compliance with the contents of this Memorandum are enjoined.

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Lead to Excel, Excel to Lead."*



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