



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

11 APR 2025

**DIVISION MEMORANDUM**

No. 194 , s. 2025

**SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR THE SCHOOL YEAR 2024-2025**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Pursuant to DepEd Order No. 002 s. 2015 titled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education and Memorandum DM-OSEC-2024-01 dated July 22, 2024 titled "Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) relative to Executive Order No. 61 s. 2024", this Office informs the field on the submission of the results of the performance evaluation (RPMS), both the Office Performance Commitment and Rating Form (OPCRF) for School Heads and Individual Performance Commitment and Review Form (IPCRF) for School-based Non-Teaching Personnel, as one of the requirements for particular human resource (HR) actions and personal benefits, both monetary and non-monetary performance-related incentives.
2. In relation to this, the following schedule will be observed:

SY 2023-2024 RPMS Cycle Phase	Task/Activity	RPMS Tool/Form	Persons/s Involved	Extended Schedule



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PHASE III Performance Review and Evaluation	Review and assessment of individual performance  Submission of signed Summary of Ratings of School- based Personnel	OPCRF/IPCRF for SY 2024-2025	Ratees (non- teaching personnel),  Raters,  Approving Authorities	April 23-25, 2025
	Review and assessment of school performance  Submission of self- rated OPCRF and attachments/MOVs (Part II, III & IV)	OPCRF	Ratees (School Heads) Raters and Approving Authority	April 23-25, 2025
	Calibration of Results	Calibrated OPCRF	Calibration Team	April 28-30, 2025
PHASE IV Performance Rewarding and Development Planning	Finalization of Development Plans	IPCRF-IDP	Ratees (Non- teaching Personnel)	May 1-9, 2025
		OPCRF-Development Plan	Ratees (School Heads)	May 5-16, 2025
	Submission of OPCRF and IPCRF (Hardcopies) for approval	Accomplished OPCRF of the School Heads and IPCRF of School-based Non-Teaching Personnel	Ratees and Raters	May 23, 2025
	Submission of IPCRF and Uploading of eIPCRF of School- based Non- teaching Personnel	Accomplished IPCRF for SY 2023-2024  Encoding of scores and uploading of summarized eIPCRF per school shall be done through the link:  <a href="https://bit.ly/SDOCAPIZIPCRFSY-24-25">https://bit.ly/SDOCAPIZIPCRFSY-24-25</a>	Ratees and Raters	From May 26, 2025 until May 30, 2025
	Submission of OPCRF and Uploading of eOPCRF of School Heads	Accomplished OPCRF  Encoding of scores and uploading of scanned calibrated OPCRF results shall be done through the link  <a href="https://bit.ly/SDOCAPIZOPCRFSY24-25">https://bit.ly/SDOCAPIZOPCRFSY24-25</a>	Ratees (School Heads), Raters and Approving Authority	From May 26, 2025 until May 30, 2025





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3. The following is the list of raters and Approving Authority of the IPCRF/OPCRF for the respective positions:

Position	Rater	Approving Authority
School Principal/School Head	Assistant Schools Division Superintendent	Schools Division Superintendent
Head Teacher/Master teacher	School Principal/School Head	Schools Division Superintendent (for Medium Division)
Teacher (for Schools without MT/HT/Assistant Principal)	School Principal/School Head	Schools Division Superintendent (for Medium Division)
Teacher	Master Teacher/Head Teacher/Asst Principal	School Principal/School Head
ALS Implementers (School-based)	Master Teacher/Head Teacher/Assistant Principal	School Principal/School Head
ALS Implementers (Community Learning Centers-based)	Education Program Specialist for ALS	Chief of Curriculum Implementation Division (CID)
Non-teaching Staff	School Principal/School Head	Administrative Officer V

4. There will be a calibration of the school heads' OPCRf which will be conducted by the Calibration Team of each district. Each team will be composed of the Public Schools District Supervisors (PSDS) and the assigned Education Program Supervisors (EPS).
5. The self-rated OPCRf and attachments (Parts II, III & IV) and the signed Summary of ratings of School-based Non-teaching Personnel will be submitted to their respective PSDS. The Means of Verifications (MOVs) will be presented to the PSDS during the calibration of results, after which, these will remain in the custody of the school heads.
6. It should be made sure by all concerned that complete signatures (Ratees and Raters) are secured prior to the submission of the results to the Division Office on or before May 23, 2025. The calibrated OPCRfs shall be submitted in one bunch per district, properly endorsed with accompanying list by the Calibrating Team. While the IPCRFs for signature of the SDO official/s shall be submitted per school, with the list of and personnel, and properly endorsed by the school head.



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7. Expenses relative to the conduct of this activity shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**

Schools Division Superintendent

Encl.: As stated.

Reference: DepEd Order (No. 002 s. 2015)

DepEd Memorandum (DM-OSEC-2024-01)

To be indicated in the Perpetual Index  
Under the following subjects:

PERFORMANCE RATING

PERSONNEL

SCHOOL HEADS



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