



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

28 APR 2025

DIVISION MEMORANDUM

No. **208** s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 194 s. 2025 TITLED
SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM
(OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM
(IPCRF) OF NON-TEACHING PERSONNEL FOR THE SCHOOL YEAR 2024-2025**

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

1. Relative to Division Memorandum No. 194 s.2025 titled Submission of Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) for School Year 2024-2025, please be advised that the Phase III – Performance Review and Evaluation under review, assessment of school performance and calibration of results activities scheduled on April 23-25, 2025 and April 28-30, 2025 will be reset to May 2-6, 2025, to wit;

PHASE III Performance Review and Evaluation	Review and assessment of school performance	OPCRF	Ratees, Raters and Calibration Team Members	April 23-25, 2025 New Schedule-May 2, 2025
	Submission of self- rated OPCRF and attachments/MOVs (Part II, III & IV)			
	Calibration of Results		Ratees, raters and Calibration Team Members	April 28-30, 2025 New Schedule-May 5- 6, 2025



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2. Further, Calibration Team Members will include the Public Schools District Supervisors (PSDS) as the Team Leader with their adoptive Education Program Supervisors (EPS) with the School Governance Operations Division (SGOD) Representative/s to be assigned by their OIC-SGOD Chief.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl.: None.

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