



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 287, s.2023

TO: Asst. Schools Division Superintendent
Chief, CID & SGOD
Performance Management Team (PMT)
Public School District Supervisors
Public School Principals/SHs (Elem & Sec)
All others concerned

FROM: DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent

DATE: August 15, 2023

SUBJECT: SUBMISSION OF OFFICE/INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF/IPCRF)

In compliance to the PRIME-HRM program of the Civil Service Commission, all Schools are hereby required to submit soft copies of OPCRf of School Heads and IPCRF of all teaching and non-teaching personnel for SY 2021-2022 and SY 2022-2023 duly signed by the ratee, rater and approving authority.

The following guidelines should be followed:

1. Scanned copy should be in PDF format. Part I to IV of the IPCRF and OPCRf should be scanned.
2. One PDF file – one personnel.
3. File name format to be used both elementary and secondary.
 - a. IPCRF_SY_SCHOOL NAME_NAME OF PERSONNEL
Example:
IPCRF_2022-2023_BSES_JUAN DELA CRUZ



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



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b. OPCRF_SY_SCHOOL NAME_NAME OF SCHOOL HEAD

Example:

OPCRF_2022-2023_DCNHS_WILLY GUIEB

4. All IPCRF/OPCRF shall be uploaded through this link:

<https://tinyurl.com/SDODAGUPANIPCRFSY2021-2022> - for IPCRF SY2021-2022

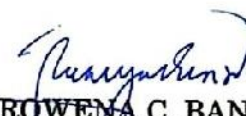
<https://tinyurl.com/SDODAGUPANIPCRFSY2022-2023> - for IPCRF SY2022-2023

<https://tinyurl.com/SDODAGUPANOPCRFSY2021-2022> - for OPCRF SY2021-2022

<https://tinyurl.com/SDODAGUPANOPCRFSY2022-2023> - for OPCRF SY2022-2023

It is expected that said documents will be completely uploaded on or before September 8, 2023.

For guidance and strict compliance.


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent



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