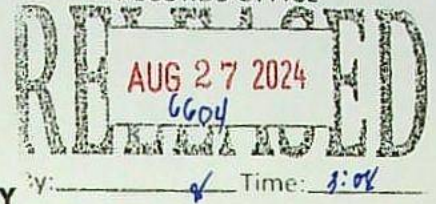




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

August 27, 2024

DIVISION MEMORANDUM

No.: 327, s. 2024

**SUBMISSION OF OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM (OPCRF/IPCRF) SY2023-2024**

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

1. 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 2023-2024 duly signed by the ratee, rater and approving authority.
2. The following guidelines should be followed:
 - a. Scanned copy should be in PDF format. Part I to IV of the IPCRF and OPCRf should be scanned.
 - b. One PDF file – one personnel.
 - c. File name format to be used both elementary and secondary.
 - IPCRF_SY_SCHOOL NAME_NAME OF PERSONNEL

Example:
IPCRF_2023-2024_BSES_JUAN DELA CRUZ




Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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- OPCRF_SY_SCHOOL NAME_NAME OF SCHOOL HEAD
Example:
OPCRF_2024-2025_WEST1CES_RENATO SANTILLAN
- d. All IPCRF/OPCRF shall be uploaded through this link:
- For IPCRF SY2023-2024
<https://tinyurl.com/SDODAGUPANIPCRFSY2023-2024>
 - For OPCRF SY2023-2024
<https://tinyurl.com/SDODAGUPANOPCRFSY2023-2024>
3. It is expected that said documents will be completely uploaded on or before September 13, 2024.
4. For guidance and strict compliance.


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