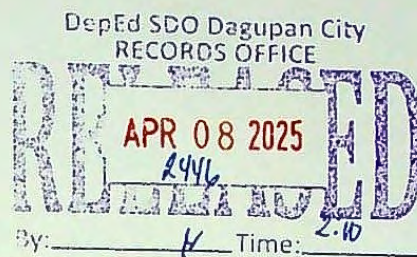




Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OF DAGUPAN CITY**



Office of the Schools Division  
Superintendent

April 7, 2025

**DIVISION MEMORANDUM**

No.: 161, s. 2025

**SUBMISSION OF OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT  
AND REVIEW FORM (OPCRF/IPCRF) SY2024-2025**

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 2024-2025 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\_2024-2025\_BSES\_JUAN DELA CRUZ



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



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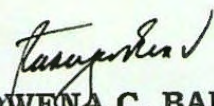
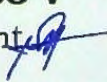
- OPCRFSY\_SCHOOL NAME\_NAME OF SCHOOL HEAD  
*Example:*  
OPCRFSY\_2024-2025\_WEST1CES\_RENATO SANTILLAN

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

- For IPCRF SY2024-2025  
<https://tinyurl.com/SDODAGUPANIPCRFSY2024-2025>
- For OPCRFSY2024-2025  
<https://tinyurl.com/SDODAGUPANOPCRFSY2024-2025>

3. The full upload of the IPCRF 2024-2025 is anticipated to be completed by April 30, 2025, while the schedule for uploading the OPCRFSY 2024-2025 will be announced following the validation process.

4. For guidance and strict compliance.

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



Address: Burgos St., Poblacion Oeste, Dagupan City  
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