



Republic of the Philippines  
Department of Education  
REGION VI- WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

February 6, 2025

**OFFICE MEMORANDUM**

No. 001, s. 2025

**SUBMISSION OF 2024 OPCRF AND IPCRF  
OF ALL DIVISION PERSONNEL**

To: Assistant School Division Superintendent  
Chiefs of CID and SGOD  
Division / Section Heads  
All Other Concerned

1. Complying with DepEd Order No. 2 s. 2025 (Guidelines on the Establishment and Implementation of Results Based Performance Management System (RPMS) in the Department of Education), this office directs all division personnel to submit the complete Individual Performance Commitment and Review Form (IPCRF) and Office Performance Commitment and Review Form (OPCRF) with official rating duly signed by the ratee, rater and approved by proper authorities as stipulated in the Annex A of the said DepEd Order.
2. The IPCRF and OPCRF shall contain all the four parts follows: (1) Part I – Rating Form (2) Part II – Competencies (3) Part III-Summary of Ratings for Discussion and (4) Part IV – Development Plans. MOVs should be attached to Outstanding Ratee document.
3. Deadline for submission of approved OPCRF/IPCRF 2024 to the Records Section is on February 28, 2025.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL**

Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent



Enclosure : none  
Reference : as stated  
Allotment : N/A  
No. of Pages :

To be indicate in the **Perpetual Index** under the following subjects:

**EMPLOYEES**      **PERFORMANCE**  
FN: rdd/memo/PMT/IPCRF



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