

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



August 3, 2023

DIVISION MEMORANDUM

No. 32 4. 2023

SUBMISSION AND EVALUATION
OF OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM (OPCRF) OF SCHOOL HEADS AND
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM
(IPCRF) OF TEACHING AND SCHOOL-BASED NON-TEACHING PERSONNEL
FOR SY 2022- 2023

To: Asst. Schools Division Superintendent
Chief Education Supervisor CID & SGOD
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary School Teachers
All Public Elementary and Secondary Non-teaching Personnel
Division Performance Management Team (PMT)
All Other Personnel Concerned

- 1. In keeping with the commitment of SDO Abra to support the school heads in their crucial roles in the schools to promote the implementation of the Philippine Professional Standards for School Heads (PPSSH) as stated in DO 2 s.2020 and the Philippine Professional Standards for Teachers (PPST) -DO 42, 2017 and consistent with DO 02, s. 2015 otherwise known as "Guidelines on the Establishment and Implementation of the Results- Based Performance Management System (RPMS)", this office through the Planning and Research and Human Resource Development sections, release the timeline and guidelines on the submission OPCRF of School Heads and IPCRF of teaching and non-teaching school-based peronnel for SY 2022- 2023.
- Timeline of activities:

Date	Activities	Office/Persons Responsible
On or before August 18, 2023	Submission of HARD copy of self- rated OPCR of School Heads to the SDO	Records to Planning and Research Section
	Submission of HARD copy self- rated IPCRF of Master Teachers and concerned Teachers 1-3 (for	Records to Human Resource Development Section



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra Telephone Nos.: 074) 614-6918

Email Address: abra@deped.gov.ph Website: http://www.depedabra.com



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	schools with no master teachers/head teachers as raters) to the SDO ***NO MOVs of the teachers' IPCRF to be submitted at the SDO. The MOVs are to be objectively evaluated by the master teachers or school heads,	
On or before	online submission	https://tinyurl.com/abraOPCR2023.com
On or before August 18, 2023	of the self-rated	intps://tinyuricom/
August 16, 2020	OPCRFs and list of MOVs	To be monitored by the Planning Unit
On or before	Uploading of	https://eipcrf.deped.gov.ph
August 31, 2023	Teachers' e-IPCRF	_
•	thru the link of the	To be monitored by the Human Resource
	Central Office	Development Section
On or before	ALL IPCRFs of the	To be monitored by the Human Resource
August 18, 2023	school-based non-	Development Section through the
	teaching personnel	Certification of Compliance to RPMS
	should have been	Cycle- Phase III and IV, signed by the
	rated and approved	school heads
	by the concerned	
12000	personnel.	PMT, Planning & Research, School Heads
Date to be	Review and Assessement of	PM1, Flaming & Research, School Heads
announced later	Assessement of OPCR per cluster	
	districts	
	LALABALICMA	KRA 1.1 &1.2- Lorna Llaneza, Ronilo
	PEPILAQUIN	Garcia & Ryn Walter Pa- a
	BUDABOSA	KRA 1.3- Rhoda Asencio or Ryn Walter
	LUBA- TUBO	Pa-a
	SANTI	KRA1.4- Meldie M. Damian & Marlowe
	BUMA	Gallardo
	LADALAGA	KRA 2- Hedwig M. Belmes
	PISANVIL	KRA 3- Eden Adriatico or Jestoni Balneg
	BANGUED	KRA 4.1 - Celia Bolante KRA 4.2- Merly Bargas or Hazel Baroña
	DOTA	KRA 4.2- Merly Bargas of Hazel Barolla KRA 5- Ollyjoy R Sulian or Bless Maricar Ramos



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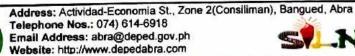
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100000	ports	PMT Secretariat, Planning & Research
Su	abmission of eports to the PMT	Planning and Research
	oproval of OPCR	ASDS/ SDS

- The school heads OPCRF shall be packaged PER KRA and documents should be placed in separate long folder with fastener properly labelled. Color Coding: KRA 1- BLUE, KRA 2- RED, KRA 3- GREEN, KRA 4- YELLOW, KRA 5- ORANGE. The OPCRF should be printed in an A4 bond paper, landscape, Arial Narrow 11.
- The master teachers' IPCRF should be in blue folder, while that of the teachers' 1-3, in green folder. The paper size and font style and size is dependent 4. on the downloaded eIPCRF.
- The IPCRFs of the school-based non-teaching personnel should be printed in an A4 bond paper, landscape, Arial Narrow 11.
- The signatories of the OPCRF and IPCRFs for each school-based position are 6. as follows:

POSITION/RATEE	REVIEWED/ RECOMMENDED BY/RATER	APPROVING AUTHORITY	
School Head	ASDS	SDS	
Master Teacher	School Head	ASDS	
Head Teacher	School Head	ASDS	
Teacher 1-3	Master Teacher (including cluster schools)	SDS	
	School Head (for schools with no MT/HT)	SDS	
	Head Teacher (for schools with HTs-secondary)	School Head	
AO II	School Head	AO V for Administration	
ADAS II and III	AO II/School Head	Accountant III	
ADAS II-clerical	School Head	AO V for Admin	
ADAS II – disbursing	School Head	Accountant III	
For Implementin	g Units		
ADAS II/III	AO IV	School Head	
ADA	AO II/School Head	School Head	
Nurse II (Elementary- School-based)	School Head	Medical Officer	





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POSITION/RATEE	REVIEWED/ RECOMMENDED BY/RATER	APPROVING AUTHORITY
SHS Nurse	Medical Officer III	SGOD Chief
Guidance Counselor	School Head	School Head
Librarian	School Head	School Head
Security Guard	AO IV	School Head
Administrative Aide/Farm Worker	AO IV	School Head

- 4. If there will be queries on this matter, you may contact the planning and research section @ cp number 09771044932/ 09666408535 or the Human Resource Development section @ cp number 09175824848.
- 6. Travel, meals and other expenses of the PMT and school heads relative to the district assessment and review of the school heads OPRCRF shall be charged to the school MOOE and the DivisionMOOE subject to the usual accounting and COA rules and regulations.
- For immediate dissemination and compliance.

AMADOR P. GARCIA SR. PhD, CESO VI Schools Division Superintendent

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DO 2, s. 2015 SGOD/P&R/HRDS Aug 2023



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