



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF ABRA

**RELEASED**  
 15 AUG 2023 ✓  
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August 3, 2023

**DIVISION MEMORANDUM**  
 No. 321 s. 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.

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



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	Consolidation of Reports	PMT Secretariat, Planning & Research
	Submission of Reports to the PMT	Planning and Research
	Approval of OPCR	ASDS/ SDS

3. The school heads OPCR 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 OPCR should be printed in an A4 bond paper, landscape, Arial Narrow 11.

4. 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 on the downloaded eIPCRF.

5. The IPCRFs of the school-based non-teaching personnel should be printed in an A4 bond paper, landscape, Arial Narrow 11.

6. The signatories of the OPCR and IPCRFs for each school-based position are 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 <i>(including cluster schools)</i>	SDS
	School Head <i>(for schools with no MT/HT)</i>	SDS
	Head Teacher <i>(for schools with HTs-secondary)</i>	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
<i>For Implementing Units</i>		
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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<b>POSITION/RATEE</b>	<b>REVIEWED/ RECOMMENDED BY/RATER</b>	<b>APPROVING AUTHORITY</b>
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.
7. For immediate dissemination and compliance.

  
**AMADOR B. GARCIA SR. PhD, CESO VI**  
Schools Division Superintendent

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



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