



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: January 11, 2023

DIVISION MEMORANDUM
No. 024

**REITERATION ON THE SUBMISSION OF THE APPROVED OFFICE
PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR CY 2022
(FOR NON-TEACHING PERSONNEL) AND SY 2021-2022 (FOR TEACHING
PERSONNEL)**

To: PSDS/DICs/AOs
Division Chiefs/Section Heads
All concerned
This Division

1. This Office reiterates the submission of the approved 2022 OPCRF and IPCRF as well as the Individual Development Plan and Core Competencies of DepEd Surigao del Sur Employees.
2. The duly approved OPCRF, IPCRF, IDP and Core Competencies shall be submitted through Electronic/Scanned Copy.
3. Save them in one Portable Document Format (PDF) file using the following filename format:
 - i. IPCRF/IDP/CC-Last Name, First Name Middle Name-School
 - ii. OPCRF/IDP/CC-Last Name, First Name Middle Name-School-District
 - iii. IPCRF/IDP/CC-Last name, First Name, Middle Name-Functional Division-Section/Office
4. PDF files must be uploaded to their respective school folder for each school district.
5. An editable file summary of list of name and total number of school personnel must be included in each school folders.
6. Deadline of Submission of the scanned copy will be on Wednesday, February 1, 2023, 5pm using this link <https://tinyurl.com/2022IPCRFANDOPCRF>.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
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Date: 4/22/2021

Version: V2



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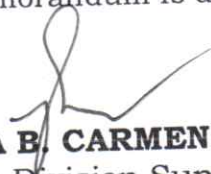


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7. Submission details shall be as follows:

Governance Level	Required Documents
Schools Division Office and Schools District Office	1. Accomplished OPCRf, IPCRF, IDP and Core Competencies duly signed by the rater, ratee and approving authority.

8. Further, each district shall also accomplish the District Consolidated Individual Development Plan through this link <https://tinyurl.com/ConsolidatedIDP2022> on or before January 18, 2023.
9. For further inquiries and clarification, you may contact the Division HRMO June C. Guerra or Mr. Rodjoseph A. Corvera.
10. Immediate and widest dissemination of this Memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: NONE

Reference:

None

To be indicated in the Perpetual Index
under the following subjects:

OPCRF

IPCRF

Submission

JDP//DM-MEMO SUBMISSION
024/January 11, 2023



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