



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

August 11, 2021

DIVISION MEMORANDUM

No. 163, s. 2021

**MEETING ON THE SUBMISSION OF OFFICE/INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF/IPCRF) FOR SY 2020-2021 OF
SCHOOL HEADS, MASTER TEACHERS AND TEACHERS**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Relative with the release of DM-PHROD-2021-0498 on the issuance of the Electronic-Individual Performance Commitment and Review form (e-IPCRF) and Electronic-Self Assessment Tool (e-SAT) Consolidation Tool for School Year 2020-2021, this Office strongly suggests/recommends the conduct of online meeting on the above mentioned tools on August 25, 2021 at 8:30 am through Google Meet (ID: myw-oydr-scw).

2. Participants are Teacher In-charge in the uploading of data and/or school IT coordinators.

3. To provide sufficient time and to give way for the checking of year-end school forms, August 20, 2021 is the deadline set for the submission of all OPCRf of school heads and IPCRF of Master Teachers for approval by the Schools Division Superintendent/Assistant Schools Division Superintendent.

3. School heads shall submit to the School Governance and Operations Division-HRDU the Summary of OPCRf of School Head and IPCRF Rating of teachers in their respective schools using the template below on or before August 27, 2021.

Name	Position	Numerical Rating	Adjectival Rating
Cuneta, Gabby F.	Principal IV	4.78	Outstanding
Dos, Juan D.	Master Teacher II	4.75	Outstanding

4. DepEd Order No. 02, s. 2015 still stands as far as the signatories in the OPCRf/IPCRf are concerned, however, the following clarifications are provided for uniformity of implementation in some cases:



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

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POSITION	RATER	APPROVING AUTHORITY
Principal/Asst. Principal II/Head Teacher managing a School/TIC	Asst. Schools Division Superintendent	Schools Division Superintendent
Master Teacher (both Elementary and Secondary Levels) (Head Teacher (Secondary Level) Teacher	School Head (Principal/Asst. Principal II/Head Teacher managing a School/TIC)	Asst. Schools Division Superintendent
	Head Teacher (Secondary Level Dep't Head)/Master Teacher/Asst. School Principal I for SHS) <ul style="list-style-type: none"> If the above-mentioned positions are not available, the teacher leader or grade chairman shall be the rater. For schools without designated teacher leader/grade chairman, the school head shall be both the rater and the approving authority 	Principal/Head Teacher managing a School/TIC
Non-teaching Personnel	Principal/Head Teacher managing a School/TIC	Administrative Officer V in the SDO

5. For immediate dissemination and compliance.


REYNANTE Z. CALIGUIRAN *w*

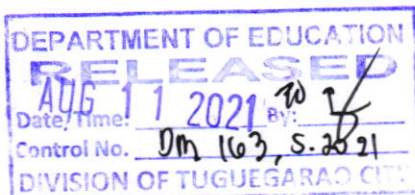
Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

Encls: As stated

Reference: DM-PHROD-2021-0498
 DepEd Order No. 02, s. 2015

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

EMPLOYEES
 PERFORMANCE



SGOD/gmd/hrd

sgod-08-37



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