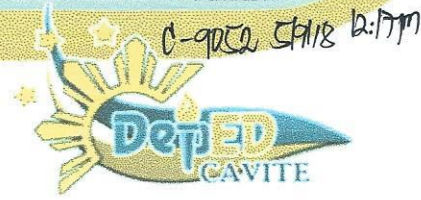




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



May 8, 2018

DIVISION MEMORANDUM
NO. 132 s., 2018

**SUBMISSION OF 2018 OFFICE / INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (O/IPCRF) FOR SCHOOL BASED
PERSONNEL**

TO: OIC, Asst. Schools Division Superintendent
OIC, Office of the Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC, Office of the School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
All School Heads
All concerns

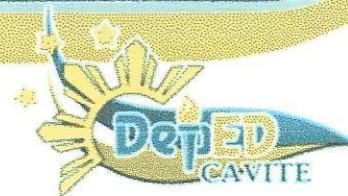
1. In reference to the DepEd Order No. 2, s. 2015 entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", this Office announces the submission of the Office/ Individual Performance Commitment and Review Form (O/IPCRF) for SY 2017 – 2018.

2. For **School-Based Personnel**, the list of rater, ratee and approving authority is presented below:

Municipality	Ratee	Rater	Approving Authority
Alfonso Gen Emilio Aguinaldo Indang Magallanes Tagaytay Carmona Gen. Mariano Alvarez Silang Amadeo Mendez	School Heads <i>(this refers to the Principal position, HT and TIC who designated to manage supported by Appointment / Special Order/ Designation Order)</i>	Elias A. Alicaya, Jr. – OIC, Asst. Schools Division Superintendent <i>(with Initial of Parent Supervisor or PSDS assigned)</i>	Cherrylou D. De Mesa
	Head/ Master Teacher <i>(this refers to the HT and Master Teacher who do not perform as School Head)</i>	School Head	Elias A. Alicaya, Jr. – OIC, Asst. Schools Division Superintendent <i>(with Initial of Parent Supervisor or PSDS assigned)</i>



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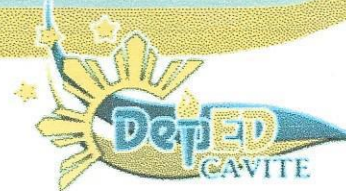


Municipality	Ratee	Rater	Approving Authority
Kawit Noveleta Rosario Naic Tanza Gen. Trias Maragondon Ternate Trece Martires City	School Heads <i>(this refers to the Principal position, HT and TIC who designated to manage supported by Appointment / Special Order/ Designation Order)</i>	Diana P. Topacio – OIC, Office of the Asst. Schools Division Superintendent <i>(with Initial of Parent Supervisor or PSDS assigned)</i>	Cherrylou D. De Mesa
	Head/ Master Teacher <i>(this refers to the HT and Master Teacher who do not perform as School Head)</i>	School Head	Diana P. Topacio – OIC, Office of the Asst. Schools Division Superintendent <i>(with Initial of Parent Supervisor or PSDS assigned)</i>


Ratee	Rater	Approving Authority
Teachers (Schools with HTs/ MTs positions)	Head Teacher / Master Teacher	School Head
Teachers (Schools WITHOUT HTs/ MTs positions)	School Heads	Education Program Supervisor / Parent Supervisor
Non – Teaching Personnel (Schools with AO position)	School Administrative Officer	School Head
Non – Teaching Personnel (Schools without AO position)	School Head	Verna C. Cabaya – <i>Administrative Officer V</i>



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3. The rater, ratee and parent supervisor/PSDS should give time to discuss among themselves the accomplishments results based on agreement, key result areas (KRAs) and targets before signing the said form.
4. Moreover, only the signed and evaluated O/IPCRF of all school heads and head/master teachers shall be submitted to the Division Records unit on **May 15, 2018, Tuesday**, all supporting documents/ MOVs should be in soft copy format/ CD. Submission is per municipality attach with the summary/ transmittal.
5. Immediate dissemination of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
Schools Division Superintendent