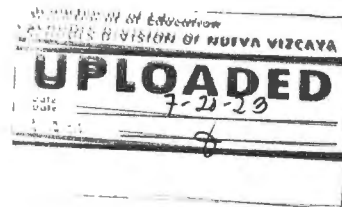




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA



July 20, 2023

DIVISION MEMORANDUM

No. 247 s, 2023

To: Assistant Schools Division Superintendent
 Chiefs- CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors/ District In-Charge
 Heads, Public Elementary and Secondary Schools
 All others concerned

SIGNING AUTHORITIES AND SUBMISSION OF OPCRF/IPCRF FOR SCHOOL-BASED PERSONNEL SY 2022-2023

1. This Office reiterates the guidelines set forth by DepEd Order No. 2 s, 2015, on the implementation of the Results-based Performance Management System (RPMS) for all school-based personnel.
2. The guidelines stipulate the specific mechanisms criteria and processes for evaluating and rating the performance of school-based personnel for the one-year performance cycle.
3. Hence, to provide guidance to the field in the accomplishment of the Individual Commitment and Review Form (IPCRF) or Office Performance Commitment and Review Form (OPCRF), the signing authorities are hereby given specifically providing for the Ratee, Rater and Approving Authority

Ratee	Rater	Approving Authority
<i>For Elementary with Master Teacher</i>		
Teacher I-III Master Teacher	Master Teacher School Head	School Head ASDS
<i>Without a Master Teacher</i>		
Teacher I-III	School Head	ASDS
Teacher- In Charge (TIC) <i>(to prepare both IPCRF and OPCRF)</i>	Cluster Head	ASDS
Elementary Full -Fledged School Heads (Head Teacher, Principal)	ASDS	SDS



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<i>For Secondary with Department Heads</i>		
Teacher I-III Master Teacher	Department Head Department Head	School Head School Head
<i>For Secondary without Department Heads but with Master Teacher TI-TIII</i>	Master Teacher	School Head
<i>For Secondary without Dept Head and without MT</i>	School Head	ASDS
Teacher I- Teacher III		
<i>For Secondary with Assistant School Principal</i>		
Department Head	Assistant Principal	ASDS
Assistant Principal	School Head	ASDS
<i>Full-Fledged Secondary School Heads Head Teacher and Principal</i>	ASDS	SDS
School-based Non-Teaching Staff (Non-IUs)	School Head	Administrative Officer V- Personnel in the Division Maritess E. Vidad
School-Based Teaching Staff (IUs)	Administrative Officer – School-based	School Head

- In addition, school heads are advised to submit their OPCRf to the division office on or before July 31, 2023 with attached summary of Ratings as well as summary of Development Needs of their teachers.
- For information, guidance and compliance of all concerned.


ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent



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