

Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



31 May 2023

Regional Memorandum

No.300 s.2023

**PREPARATION, SUBMISSION AND VALIDATION OF 2023
 OFFICE PERFORMANCE COMMITMENT AND REVIEW
 FORM (OPCRF) OF DEPED REGION IV-A
 THIRD LEVEL OFFICIALS**

**To: Schools Division Superintendents
 RO Performance Management Team
 Functional Division Chiefs**

1. With reference to DepEd Order No. 002, s. 2015 Re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, all offices shall comply with the four-stage performance management system cycle following the prescribed timeline for school-based and non-school-based personnel in the department.
2. In view of this, this Office through the Policy, Planning and Research Division reiterates the submission of the 2023 Office Performance Commitment and Review Forms (OPCRFs) of all Schools Division Superintendents and Assistant Schools Division Superintendents following the Key Results Areas in the latest Office Function Version 3 per DM-HROD-2023-0617 and OPCRf standard format which can be found at bit.ly/DepEdNQMS under the QMS Standard Templates for Planning Documents. Below are the relevant activities and timeline details:



Activity	Date	Person/Office Responsible	Remarks
Preparation of 2023 OPCRf	June 14, 2023	<ul style="list-style-type: none"> Schools Division Superintendents Assistant Schools Division Superintendents 	To be conducted within the inclusive dates during the FlexPert PD program rollout.
Submission of 2023 OPCRf Mid-year rating (January to June)	July 25, 2023		<ul style="list-style-type: none"> Duly signed (Hard copy) Together with MOVs
Year End 2023 OPCRf	January 15, 2024		<ul style="list-style-type: none"> Duly signed (Hard copy) Together with MOVs



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3. A face-to-face review and validation will be conducted by the Regional Office Performance Management Team together with its Sub-Teams. Further details will be issued in a separate memorandum.
4. For queries or clarifications, please coordinate with the Performance Management Team (PMT) at qad.calabarzon@deped.gov.ph, telephone number 8682 5773 loc 411, or Policy, Planning and Research Division (PPRD) at pprd.calabarzon@deped.gov.ph, telephone number 8682 5773 loc 470/471.
5. Immediate and wide dissemination of this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 



cc:07/ROP2/ROP1