



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



May 24, 2024

DIVISION MEMORANDUM

No. 194, s. 2024

SUBMISSION OF OPCRF/IPCRF FOR SY 2022-2023

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District In-Charge
Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 2, s. 2015 titled Guidelines on the Establishment and Implementation of the Results-Based Management System in the Department of Education, all school-based personnel must submit their rated and signed OPCRF for school heads and IPCRF for teachers SY 2022-2023 on or before **June 15, 2024**.

2. Submissions per school must have a signed transmittal with the summary of the individual ratings of all personnel in their school.

3. A reiteration on the sanctions included in the Guidelines on the Establishment and Implementation of the Results-based Management System in the Department of Education is hereby included among the reminders:

IX: Sanctions:

67. Any violation of reasonable office rules and regulations and simple neglect of duty for the supervisors and employees responsible for the delay or non-submission of the OPCRF and IPCRF shall be dealt with administratively.

68. Failure on the part of the head of office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

4. Strict compliance of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

SAU/SGOD/bjc/04-24-2024



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