



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0196

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD)
 Chief Education Supervisor (CID)
 Education Program Supervisors
 Public Schools District Supervisors
 All Elementary and Secondary School Heads
 All Concern

Subject: **SUBMISSION OF OPCRFS and IPCRFs FOR SY 2024-2025**

Date: ²⁴ April 28, 2024

Pursuant to Regional Memorandum No. 28 s. 2024 re: "Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 onwards", all school heads/ school principals are directed to submit their printed OPCRf for SY 2024-2025 using A4 size paper and with the attached Means of Verifications (MOVs)/Portfolio on or before **May 14, 2025**. Please be reminded to follow the new template and the identified school KRAs of the Office Functions Version 3. You may access the link for reference (<https://shorturl.at/fEaoF>).

The concerned Public Schools District Supervisor/s are directed to submit a consolidated School Heads/Principals' Report of Rating on or before **May 14, 2025**.

For the IPCRFs of the Assistant School Principal, Department Head, Master Teachers, Teachers with no Master Teacher, ALS Teachers (Community Learning Centers), and the School Based Non-Teaching Staff are expected to be submitted at the Office of the Assistant Schools Division Superintendent on or before **May 9, 2025**.

A Face-to-Face presentation and or interview shall be scheduled on or before the last week of May 2025.

All OPCRFS/IPCRFs shall be submitted to the Performance Management Team for deliberations.

Please be guided accordingly.

JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

Enclosed: As stated.
 SGOD/aba

RELEASED



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APR 29 2025



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RECORDS SECTION OF PANABO CITY

BY