



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM-2021-08-421  
 MALAYBALAY CITY DIVISION  
 RELEASED 8:00 AM  
 AUG 05 2021

**DIVISION MEMORANDUM**

No. 421, s. 2021

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Elementary and Secondary School Heads  
 All Others Concerned

From: **VICTORIA V. GAZO PhD, CESO V**  
 Schools Division Superintendent

Date: August 5, 2021

Subject: **SUBMISSION OF THE SCHOOL HEADS' OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF) AND MASTER TEACHERS' INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM FOR THE SCHOOL YEAR 2020-2021**

1. Pursuant to DepEd Order No. 2, s. 2015 re: Guidelines on the Establishment and Implementation of the Result-Based Performance Management System (RPMS) in the Department of Education, this Office informs the field on the schedule of the conduct of performance review and evaluation (Phase 3) of the RPMS as follows:

Date	Persons Concern	Documents to be submitted
August 31, 2021	School Heads	<ul style="list-style-type: none"> <li>OPCRF with personal rating (Draft)</li> <li>Supporting Documents</li> </ul>
September 2, 2021	Master Teachers	<ul style="list-style-type: none"> <li>IPCRF signed by ratee and rater</li> </ul>
September 10, 2021	School Heads	<ul style="list-style-type: none"> <li>OPCRF with agreed rating between the ratee and rater (Final)</li> <li>OPCRF (Draft) with personal rating and corrections from the rater</li> </ul>





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2. The validators of the different Key Result Areas (KRA) are the following:

Validators	KRA
Ralph T. Quirog Chief ES, CID	Instructional Leadership
	Human Resource Management Development
	Plus Factor (if any)
Lorenzo O. Capacio, EdD Chief ES, SGOD	Learning Environment
	Parent Involvement and Community Leadership
Rhysa Cyle C. Rosalejos, CPA	School Leadership Management and Operation

2. School Heads and Master Teachers shall submit the documents during the scheduled date to the Planning and Research Section of the School Governance and Operations Division with their contact numbers indicated in the documents.

3. There will be no face to face evaluation for precautions and safety measures during the COVID-19 pandemic. However, validators will contact the concern school heads during validation for queries in the documents submitted within September 1 to 7, 2021.

3. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.

Enclosure:  
As stated

Copy furnished:  
Records Unit  
Planning and Research



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