



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 5, 2024

DIVISION MEMORANDUM
No. 06, s. 2024

FINAL CALL FOR THE SUBMISSION OF OPCRF/IPCRF FOR CY 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Supervisors and Personnel
OSDS Unit Heads and Personnel
School Heads and Teachers
School-based Non-teaching Personnel
All Others Concerned

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 and relative to Division Memorandum No. 37, s. 2023 "Performance Management Calendar for CY 2023", all concerned are reminded that all School-based personnel must have submitted their RATED Individual Performance Commitment Review Forms last August 2023 and SDO-based personnel last December 2023.

2. Concerned Heads of Section/Unit/Schools are also reminded of the required submission of a signed transmittal with the summary of the individual ratings of all personnel in their unit. The hard and soft copies required as instructed in Division Memorandum No. 37, s. 2023 are expected to be submitted.

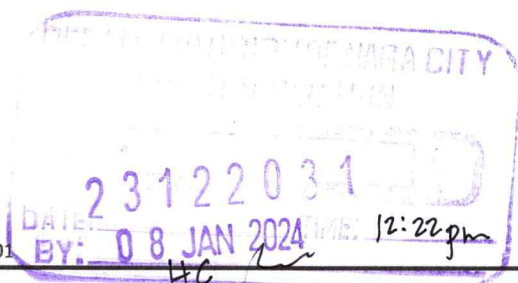
3. For the performance year 2023, human consideration is extended to those who have not yet submitted/complied **until January 12, 2024 (Friday) ONLY**.

4. 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.

5. Strict compliance to this memorandum is desired.



SUSAN S. COLLANO CESO V
Schools Division Superintendent

DM 31, s. 2019 DM Rev. 01



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