



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



September 7, 2018

**DIVISION MEMORANDUM**

No. 289, s. 2018

**REVIEW OF DIVISION EDUCATION DEVELOPMENT PLAN (DEDP) AND  
2018 RPMS-OPCRF/IPCRF OF DIVISION OFFICE-BASED PERSONNEL**

**To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Division Office Unit/Section Heads  
All Other Division Office-Based Personnel**

1. This is to inform all concerned that there will be a one-day review of the Division Education Development Plan (DEDP) and 2018 RPMS-OPCRF/IPCRF of Division Office-based personnel on October 18, 2018, 8:00 A.M. to 5:00 P.M. at the ASJ Hall of the Division Office, Kalibo, Aklan.
2. **In view thereof, all unit and section heads (CID, SGOD, Admin, Budget and Finance, ITO, Legal, Supply Office) are advised to meet with their respective personnel, if any, and make the preliminary preparations prior to the activity.**
3. The Division Planning Unit and the Budget Office are advised to make the preliminary activities with respect to DEDP.
4. The official format of the 2018 Region 6 OPCRf and IPCRF can be downloaded at the DepED Region VI website, **<https://pprddepregion6.info/downloadables/>**
5. Travel and other expenses incurred relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of the contents of this Memorandum is highly enjoined.

  
**Dr. SALVADOR O. OCHAVO, JR., CESO VI**  
Schools Division Superintendent

Enclosures: Templates, 2018 Region 6 OPCRf and IPCRF

Reference: D.O. No. 2, s. 2015

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEE      MEETING      RATING

SOO/jrn

*"May katawhayan ag kalipayan sa among mga escuelahan."*

**OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

Name of Employee:

Name of Rater:

Position:

Position:

Review Period:

Date of Review Period:

Division:

PREXC	KRA's	OBJECTIVES	TIMELINE	Weight per KRA (%)	TO BE FILLED IN DURING PLANNING			TO BE FILLED DURING EVALUATION					
					Performance Indicators(Quality/Effectiveness, Efficiency, Timeliness)			Actual Results	ACTUAL RATING				SCORE
					Quality	Efficiency	Timeliness		Q	E	T	A	
						5-Outstanding							
						4-Very Satisfactory							
						3-Satisfactory							
						2-Unsatisfactory							
						1-Poor							
Over-All Rating for Accomplishments													

Rater

Ratee

Approving Authority

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)**

Name of Employee:

Position:

Review Period:

Division:

Name of Rater:

Position:

Date of Review Period:

TO BE FILLED IN DURING PLANNING				TO BE FILLED DURING EVALUATION										
PREXC	KRA's	OBJECTIVES	TIMELINE	Weight per KRA (%)	Performance Indicators(Quality/Effectiveness, Efficiency, Timeliness)			Actual Results	ACTUAL RATING				SCORE	
					Quality	Efficiency	Timeliness		Q	E	T	A		
					Quality	5-Outstanding								
					Quality	4-Very Satisfactory								
					Quality	3-Satisfactory								
					Quality	2-Unsatisfactory								
					Quality	1-Poor								
					Over-All Rating for Accomplishments									

Rater

Ratee

Approving Authority