



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

July 9, 2024

DIVISION MEMORANDUM

No. 200, s. 2024

**VALIDATION AND CALIBRATION OF INDIVIDUAL/OFFICE
PERFORMANCE COMMITMENT AND REVIEW FORM (I/OPCRF)
OF TEACHING AND NON-TEACHING PERSONNEL
FOR SCHOOL YEAR 2023-2024**

To: Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This is to inform the field of the Validation and Calibration of Individual/Office Performance Commitment and Review Form (I/OPCRF) of Teaching and Non-Teaching Personnel on the following schedules stated below:

Schedule of Validation and Calibration of I/OPCRF

Date	Time	District
August 1, 2024	AM	Altavas
	PM	Batan
August 2, 2024	AM	Balete
	PM	Banga
August 5, 2024	AM	Libacao
	PM	Madalag
August 6, 2024	AM	Kalibo I and II
	PM	New Washington
August 7, 2024	AM	Numancia/Lezo
	PM	Malinao
August 8, 2024	AM	Tangalan
	PM	Makato




Poblacion, Numancia, Aklan
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August 9, 2024	AM	Ibajay East and West
	PM	Nabas
August 12, 2024	AM	Buruanga
	PM	Malay

2. School Heads are advised to bring the following:
 - a. School Heads Portfolio with Means of Verification;
 - b. Summary of Ratings of Teaching and Non-Teaching Personnel; and
 - c. OPCRIF Rating Sheet (Part I-IV).
3. Validation and Calibration shall be conducted in the respective District Offices.
4. Expenses of the Performance Management Team is chargeable against Division MOOE while expenses of the school heads shall be charged to local/school funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


ROLAND E. DEMOCRITO
 Administrative Officer V
 In-Charge of the Division

Enclosure: none
 Reference: DepEd Order No. 002, s. 2015
 To be indicated in the Perpetual Index
 under the following subjects:

**POLICY
 SCHOOL HEADS
 TEACHERS**



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