Division Memorandum  
No. _37_, s. 2016

To : SDO CHIEFs  
EDUCATION PROGRAM SUPERVISORS/PSDSs  
ELEMENTARY AND SECONDARY SCHOOL HEADS

From : SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

Subject : DIVISION RE-ORIENTATION WORKSHOP ON THE PREPARATION  
OF OPCRF/IPCRF SY 2016-2017

Date : April 15, 2016

1. This Office will conduct a Division Re-orientation Workshop on the Preparation of  
OPCRF/IPCRF for School Year 2016-2017 at a venue to be announced later on the following  
dates:
   April 27, 2016 - Elementary School Heads from Zone 1  
   April 28, 2016 - Elementary School Heads from Zone 2  
   April 29, 2016 - Elementary School Heads from Zone 3 & 4  
   April 30, 2016 - All Secondary School Heads

2. The objectives of this activity are the following:
   a. Appreciate the advantages of OPCR in achieving one's work performance.  
   b. Re-orient school heads about RPMS, IPCRF, OPCR and clearly define DepEd Order  
      No. 2, s. 2015.  
   c. Prepare and submit individual IPCRF/OPCR.

3. The expected participants are the elementary & secondary School Heads. No proxy is allowed.  
They are advised to bring their laptops, extension wire, and drafted IPCRF/OPCR for the  
workshop.

4. There will be a registration of Two Hundred Fifty Pesos (Php 250) to cover 1 lunch and 2  
nacks. Food, travel and incidental expenses shall be charged against local funds/School  
MOOE subject to the usual accounting and auditing rules and regulations.

5. For immediate dissemination, guidance and compliance.