


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 OPCRF in achieving one's work performance.
 - b. Re-orient school heads about RPMS, IPCRF, OPCRF and clearly define DepEd Order No. 2, s. 2015.
 - c. Prepare and submit individual IPCRF/OPCRF.
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/OPCRF for the workshop.
4. There will be a registration of Two Hundred Fifty Pesos (Php 250) to cover 1 lunch and 2 snacks. 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.