



Republic of the Philippines  
Department of Education  
Region V(Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

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May 3, 2019

**R E L E A S E D**

MEMORANDUM

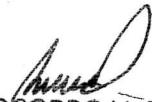
TO : Public Schools District Supervisors  
Elementary & Secondary School Heads/OIC's

Office of Catanduanes  
CORDS SECTION  
MAY 07 2019  
1:55 P.M.  
[Signature]

This is to remind you of the submission of the OPCRf and IPCRF of school heads and teachers respectively. For a smooth flow of submission, the schedule below should be followed:

- May 10, 2019 – Submission of OPCRf of school heads to the ASDS Office for signature.
- May 17, 2019 – Submission of approved original copies of IPCRF (Part I to IV, MOV's not included) in bunch/by school to the Personnel Section c/o Ms. Marichelle B. Llave
- Submission of approved photocopies of IPCRF in bunch/by school to the SGOD-HRD c/o Ms. Aroline T. Borja

For information, guidance and strict compliance.

  
SOCORRO V. DELA ROSA  
Schools Division Superintendent  
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