

Republic of the Philippines  
**Department of Education**

REGION XII  
DIVISION OF SULTAN KUDARAT

**RELEASED**

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January 13, 2025

OFFICE MEMORANDUM  
No. 06  
SGOD HRDS No. 06  
2025

**SUBMISSION OF FY 2024 OPCRf AND IPCRF FOR SCHOOLS DIVISION OFFICE  
PERSONNEL**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Education Program Supervisors  
Public Schools District Supervisors/Principals In-Charge  
Section Heads  
This Division

1. In accordance with DepEd Order No. 2, s. 2015 re: Implementation of the Results-Based Performance, Management System, this Office requires all employees of the Schools Division Office to submit the approved OPCRf (CID & SGOD Chiefs) and IPCRF (the rest of the personnel) for Fiscal Year 2024 on or before **January 25, 2025**.
2. The OPCRf and IPCRF, including the Individual Development Plan must be duly evaluated by the designated rater, agreed upon, and duly signed by the ratee, rater, and approving authority.
3. All concerned shall furnish a copy of the documents to the Human Resource and Development Section (HRDS) for the consolidation of the ratings and individual development plans for the formulation of the Learning and Development interventions.
4. Immediate dissemination of and compliance with this Memorandum is directed.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Enclosure: None

Reference: DepEd Order No. 2, s. 2015

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

IPCRF

OPCRf

SUBMISSION

LPO/SGOD-SEPS/DM- Submission of FY 2024 OPCRf And IPCRF for Nonteaching and Teaching Related Employees/January 13, 2025



**Address:** Kenram, Isulan, Sultan Kudarat

**Telephone No.:** (064) 471 1007

**Website:** <https://divisionsk.org>

**Email:** [depedska@depd.gov.ph](mailto:depedska@depd.gov.ph)