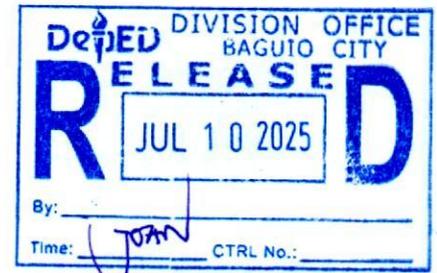




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



July 9, 2025

DIVISION MEMORANDUM

No. 406-2025

**GUIDANCE ON THE SUBMISSION OF OFFICE PERFORMANCE AND
COMMITMENT FOR SY 2024 - 2025**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public School Heads
Others Concerned

1. In reference to DO No. 2, s. 2015, Phase III on Performance Review and Evaluation, this office announces the guidance on the submission of Office Performance and Commitment Review Form (OPCRF) of School Heads.
2. To efficiently and effectively monitor the submission of the OPCRFS, School Heads are advised to submit to their respective PSDSs at the District Office for the PSDS to forward them to the SDO on or before July 11, 2025.
3. Important Reminders:
 - a. Compute only Parts I-A, I-B and I-C;
 - b. Attach Parts II to IV for SDO to compute the rating.
4. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


CARMEL F. MERIS
Officer-in-Charge

Office of the Assistant Schools Division Superintendent