



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

22 May 2026

DIVISION MEMORANDUM  
No. 348 s. 2026

**SUBMISSION OF FINAL COPIES OF THE DULY ACCOMPLISHED OFFICE  
PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)  
FOR SY 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to the conducted calibration of the **Office Performance Commitment and Review Form (OPCRF) for School Year 2025-2026**, all School Heads are hereby requested to submit **two (2) final copies** of the duly accomplished OPCRf incorporating all agreed revisions and adjustments during the calibration process.
2. The submitted OPCRf shall be signed by the personnel concerned and submitted to the Human Resource Development Section (HRDS) **on or before May 27, 2026**, for consolidation and subsequent submission to the Office of the Assistant Schools Division Superintendent (ASDS) and the Office of the Schools Division Superintendent (SDS) for approval.
3. School Heads are advised to ensure the completeness, accuracy, and consistency of entries prior to submission.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge



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Encl.: None

Reference: None

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

OPCRF  
PERSONNEL  
SUBMISSION

SGOD- submission of final copies of the duly accomplished office performance commitment and review form (opcrf)  
for sy 2025-2026  
SGO04N43-004839/May 22, 2026