



Republic of the Philippines

## Department of Education

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

21 July 2025

DIVISION MEMORANDUM  
No. **481** s. 2025

### **CALIBRATION OF SCHOOL OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) SCHOOL YEAR (SY) 2024-2025**

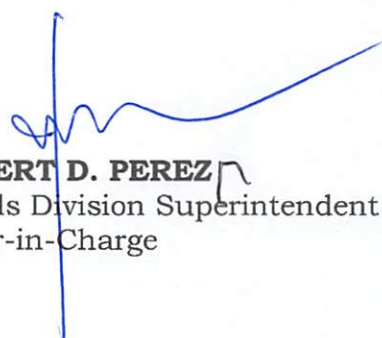
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In adherence with the **Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2012** titled **Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)** and **DepEd Order (DO) No. 2, s. 2015** titled **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)** in the Department of Education, this Office reiterates the conduct of the Calibration of the OPCRf Ratings of the public elementary and secondary schools.
2. The calibration process ensures that school leaders are recognized with fairness and accuracy, upholding both due diligence and the rightful acknowledgment of their contributions to the achievement of the goals of the Department of Education.
3. In this regard, all concerned are hereby advised of the Schedule of Calibration of the Office Performance Commitment and Review Form (OPCRF) for SY 2024-2025, on **July 22-23, 2025**, at the **Puente de Alitao, 4<sup>th</sup> Floor, SDO Building**. Attached is **Enclosure 1** – Schedule of Calibration.
4. It is expected that the OPCRf and Means of Verification of the schools shall be prepared and presented for validation by the current School Heads, to the assigned validators. Attached is **Enclosure 2** – List of Validators and Secretariat.
5. Strict compliance of this Memorandum is desired.

For:

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

By:

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

Encl.: As stated

References: DepEd Order (DO) No. 2, s. 2015

CSC Memorandum Circular (MC) No. 6, s. 2012

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

**OFFICE PERFORMANCE COMMITMENT  
REVIEW FORM**

SGOD-calibration of school office performance commitment and review form (opcrf) school year (sy) 2024-2025  
SGOPCDTB-003182/July 21, 2025



Enclosure 1

**SCHEDULE OF CALIBRATION**

<p><b>July 22/ 1:00 – 2:00 p.m.</b></p> <p>Alsam IS Busai IS Cipriano Querubin ES Domoit ES</p>	<p><b>July 22/2:00-3:00 p.m.</b></p> <p>East Palale ES Eugenio Francia IS Froilan E. Lopez ES Gibanga ES</p>
<p><b>July 22/3:00-4:00 p.m.</b></p> <p>Ilasan IS Ipilan-Alitao ES Kalumpang ES Katigan-Alupay ES</p>	<p><b>July 23/8:30-9:30 a.m.</b></p> <p>Lakawan ES Lalo ES Lawigue ES Malao-A/Calantas ES</p>
<p><b>July 23/ 9:30-10:30 a.m.</b></p> <p>Masin ES Mate IS Mayuwi Community School North Palale ES</p>	<p><b>July 23/11:00 a.m.-12:00 noon</b></p> <p>Pandakake IS Potel ES South Palale ES Tayabas East CS</p>
<p><b>July 23/ 1:00-2:00 p.m.</b></p> <p>Tayabas West CS I Tayabas West CS II Tayabas West CS III Tayabas West CS IV</p>	<p><b>July 23/ 2:00-3:00 p.m.</b></p> <p>Valencia ES West Palale ES Buenaventura Alandy National High School Dapdap Integrated School</p>
<p><b>July 23/3:00-4:00 p.m.</b></p> <p>Luis Palad Integrated High School Rosario Quesada Integrated National High School West Palale National High School Tayabas City National High School</p>	

Enclosure 2

**LIST OF VALIDATORS, SECRETARIAT AND OBSERVER**

<b>Name</b>	<b>Position</b>
<b>Chairperson</b>	
Dr. Herbert D. Perez CESO VI	Assistant Schools Division Superintendent
<b>Team 1</b>	
Dr. Imelda C. Raymundo	Chief Education Supervisor-SGOD
Dr. Gener C. Delos Reyes	Representative, Division School Heads Association
<b>Team 2</b>	
Dr. Edwin R. Rodriguez	Chief Education Supervisor-CID
Dr. Johncent Roy C. Tibordo	Representative, Division Teacher Association
Grasiela L. Hernandez	Human Resource Management Officer II
<b>Team 3</b>	
Conrad C. Gabarda	Administrative Officer V
Louie L. Fulleo	Level II Representative, DepEd National Employees' Union (NEU)
<b>Team 4</b>	
Marife R. Lagar	Planning Officer III
Agnes M. Luzadas	Accountant III
<b>Secretariat</b>	
Dr. Luzviminda E. Saldares	Senior Education Program Specialist-HRDS
Angelique Joy H. Estole	Administrative Aide VI
Aerylle Z. Saberola	Administrative Assistant III
<b>Observer</b>	
Clency D. Lado	PTA Division Federation Representative