



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100



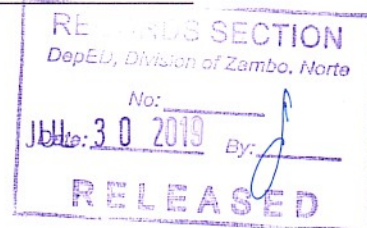
MEMORANDUM

TO : Public Schools District Supervisors
School Principals/School Heads
All Concerned Division Personnel
This Division

FROM : Office of the Schools Division Superintendent

SUBJECT : Submission of 2018 and 2019 OPCRf and IPCRF to the Records Section
(D.O. 2, s. 2015)

DATE : July 29, 2019



The Public Schools District Supervisors are enjoined to collect the OPCRf and IPCRF from the Secondary Schools and Elementary Schools in their respective School Districts. Further, the manner of collection in the Elementary Schools shall be in alphabetical order based on the names of the School teaching and non-teaching personnel, and consolidated by the District Office and submitted to the Division Office Records Section. Moreover, the manner of collection in the Secondary Schools shall be submitted per School to the Division Office Records Section.

In addition, all Division and District Supervisors and School Principals/School Heads should keep a copy of their IPCRF and OPCRf since representatives of the National Education Academy of the Philippines (NEAP) will be randomly selecting from among the aforementioned Schools Division personnel for their RPMS implementation validation on August 3 to 5, 2019 in the DepED Regional Office, Pagadian City.

Finally, Division Office personnel, including Public Schools District Supervisors are directed to submit a copy of their OPCRf and IPCRF to the Records Section.

For strict compliance and widest dissemination.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent