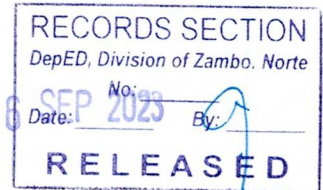




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

September 6, 2023

Division Memorandum

No. 384, s. 2023

**NON- SUBMISSION OF OPCRF/ IPCRF FOR SY 2022-2023**

TO: Public Schools District Supervisors and PICDs  
School Heads, Public Elementary and Secondary Schools  
Teaching and Non- Teaching Personnel

1. In reference to Division Memorandum No. 23, 2023 titled, *Division Isolation Guidelines for Performance- Based Bonus (PBB) Grant*, this office requests all School Performance Management Team (SPMT) to submit the list of school- based personnel who have not complied and submitted the accomplished OPCRF and IPCRF for SY 2022- 2023.
2. This office reiterates that non-submission of the accomplished IPCRF/ OPCRF to the Personnel Tracking System (PTS) within the specified dates shall be ground for employee's disqualification to receive performance-based bonus if the failure of the submission of the said forms is due to the fault of the employee.
  - a. Upon the resolution of the PMT, **three (3) due notices** will be sent to the concerned personnel.
  - b. Concerned personnel are expected to comply **within three (3) days/ seventy-two (72) hours** upon receipt of the notice.
  - c. Failure to comply with the **2<sup>nd</sup> notice** would mean inclusion in the isolation list or exclusion to the PBB grant.
3. In addition, an aggrieved party/ personnel who feels dissatisfied with his/her final performance rating may file a protest to his/her School Grievance Committee or to the Schools Division Office Grievance Committee, depending on where the issue originates, within 10 days from the date of receipt of notice thereof.
4. To expedite the submission of the list of names of personnel, the PSDS and PICDs are requested to collect a copy per school signed by the respective School PMT on or before **September 15, 2023** to [depedzn.hrd@deped.gov.ph](mailto:depedzn.hrd@deped.gov.ph). Schools with 100% compliance need not submit any report. The PSDS/ PICD shall concur the compliance through the transmittal.
5. For more information or any clarification, kindly contact the HRD at 09998842496 or email at [depedzn.hrd@deped.gov.ph](mailto:depedzn.hrd@deped.gov.ph).
6. Widest dissemination of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

PMT/nret/ Non-Submission of OPCRF/ IPCRF for SY 2022- 2023  
DM - 2023/09062023



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to Division Memorandum No. 387, s. 2023

**NON- SUBMISSION OF OPCRF/ IPCRF FOR SY 2022- 2023**

**LIST OF PERSONNEL**

School: \_\_\_\_\_

School Head: \_\_\_\_\_

No.	Name of Personnel	Position	Reason (Resigned, Transferred, Newly-Hired, On leave, Retired, Death, Non-compliant etc) Pls include date of effectivity.	Actions Taken
1	Wendy Smith	T-I	Newly- Hired (June 19, 2023)	None
2	Peter Pan	AO II	Non- Compliant	SPMT sent 1 <sup>st</sup> notice on August 28, 2023 (please attach to report)

**Prepared by the School Performance Management Team (SPMT):**  
*(with Full Name, Signature, and Position/ Designation)*

Secretariat: AO II/ AO- designate

Observer: 1 PTA Representative

Members:

4 MTs/ HT

1 Representative from School Planning Team

1 Administrative Officer/ Representative from Non- Teaching group

1 representative from the teacher association

Chairperson: School Head



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