



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph / catanduanesdiv1@gmail.com
 Website: www.depedrocatanduanes.com Tel No.: (052) 841-40-69



May 8, 2019

RELEASED

TO : Public Schools District Supervisors
 Elementary & Secondary School Heads/OIC's

RECEIVED DIVISION OF Catanduanes
 RECORDS SECTION
 Date: MAY 08 2019
 Time: 8:15 P.M.
 Initial/Signature: [Signature]

ADDENDUM TO UNNUMBERED MEMORANDUM DATED MAY 3, 2019
 RE: SUBMISSION OF OPCRF & IPCRF OF SCHOOL HEADS & TEACHERS

This is with reference to the issued unnumbered memorandum dated May 3, 2019 re: submission of OPCRF & IPCRF of school heads and teachers. Additional information may please be noted by all concerned:

1. Approved IPCRF (Part I to IV) of teachers should be submitted in bunch/by school to the Personnel Section & SGOD-HRD with attached transmittal following the format below:

School: _____		School ID _____
Name (Last Name, First Name, Middle Name) alphabetically arranged	Position Title	Rating
1.		
2.		
3.		
_____ School Head		

2. Approved OPCRF should be submitted not later than May 17, 2019:
 - one (1) original copy for the Personnel Section
 - one (1) photocopy for the SGOD-HRD

For guidance and compliance.

[Signature]
 SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent