



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

29 September 2025

**DIVISION MEMORANDUM**

No. 536, s. 2025

**UTILIZATION OF STANDARDIZED OFFICE AND INDIVIDUAL  
PERFORMANCE COMMITMENT AND REVIEW FORM FOR SCHOOL-  
BASED PERSONNEL**


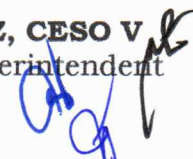
- To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned
1. Schools Division of Batangas through the Division Performance Management Team announces the availability, deployment and utilization of Standardized Office and Individual Performance Commitment and Review Form of the following School-Based position effective School Year 2025-2026:
    - a. School Head
    - b. Assistant School Principal II
    - c. Secondary School Department Heads (Head Teachers)
    - d. Administrative Officer II – Elementary
    - e. Administrative Officer II – Senior High School
    - f. Administrative Assistant III (Senior Bookkeeper)
    - g. Administrative Assistant III – Elementary
    - h. Administrative Assistant II – Elementary
    - i. Administrative Assistant II (Disbursing Officer)
    - j. Administrative Assistant II (Loan Verifier)
    - k. Administrative Assistant II (Senior High School)
    - l. Registrar I
    - m. Project Development Officer I
  2. The standardized OPCRf and IPCRF aims to guide school-based personnel on the expected deliverables per position which is vital in the achievement of overall organizational mandates. Forms can be accessed through the link: <https://tinyurl.com/FinalizationVettedOIPCRF>.
  3. For inquiries and clarifications, feel free to contact Mr. Aris U. Dimaano, Planning Officer III/ Division RPMS Focal Person through email [sdobatangas.planning@deped.gov.ph](mailto:sdobatangas.planning@deped.gov.ph).



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4. Immediate and wide dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

Enc. As Stated

Reference: None

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

Issuances-Division Memorandum

AUD/ UTILIZATION OF STANDARDIZED OFFICE AND INDIVIDUAL PERFORMANCE COMMITMENT AND  
REVIEW FORM FOR SCHOOL-BASED PERSONNEL/S2-112167/09-29-2025