



Republic of the Philippines  
**Department of Education**

REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

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**DIVISION MEMORANDUM**  
**DM-2021-006**

TO : ASDS, SGOD chief, all division education program supervisors, members of the Performance Management Team and all school heads of public elementary and secondary schools in the Division

FROM : Schools Division Superintendent

SUBJECT : Day 2 of the School Heads Learning Momentum: Performance Review and Orientation-Workshop on Crafting of the School Heads' Office Performance Commitment and Review Form (OPCRF)

DATE : January 11, 2020

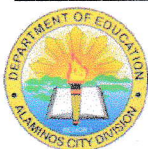
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1. To provide the school heads technical assistance and guidance in the crafting their Office Performance Commitment and Review Form (OPCRF), the Schools Division Office (SDO) of Alaminos City shall conduct the Day 2 of the School Heads Learning Momentum: Performance Review and Orientation-Workshop on the Crafting of the School Heads' OPCRF on January 14, 2021 at La Esplanada Transient House, Brgy. Lucap, Alaminos City.
2. In view of this, all concerned SDO personnel and all school heads are instructed to attend the said Division activity.
3. School Heads are advised to bring with them the draft of their OPCRF, laptop and extension wires to be used for the workshop proper of the said activity.
4. Immediate and widest dissemination of the Division Memorandum is earnestly desired.

  
**LORNA G. BUGAYONG PhD, CESO VI**  
Schools Division Superintendent

***With hundred reasons to serve!***

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