



Republic of the Philippines  
**Department of Education**

REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

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**DIVISION MEMORANDUM**

**DM-2021-026**

**TO** : All Division Office Personnel and IU's Non-Teaching Personnel

**FROM** : Office of the Schools Division Superintendent

**SUBJECT** : **Submission of OPCRF/IPCRF**

**DATE** : February 1, 2021

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**PARTICULARS**

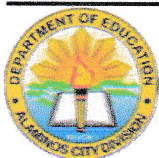
In compliance with DO No. 2, s. 2015, all permanent division personnel and non-teaching personnel in Elementary, Junior High School (JHS) and Senior High (SHS) are required to submit their OPCRF/IPCRF not later than February 12, 2021 for review and approval of the concerned officials. KRA's should not be limited to three (3) only, include all your KRAs as specified in your Job Description. Please refer to the Job Description in the Rationalization Plan.

For strict compliance.

**Dr. LORNAG. BUGAYONG PhD, CESO VI**  
Schools Division Superintendent

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

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