



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



**Office of the Schools Division  
 Superintendent**

August 30, 2023

DIVISION MEMORANDUM

No. 720, s. 2023

**REVISED SIGNATORIES AND OTHER MATTERS ON OFFICE PERFORMANCE  
 COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL COMMITMENT  
 AND REVIEW FORM (IPCRF) OF NON-TEACHING AND  
 RELATED TEACHING PERSONNEL**

To : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/  
 District Coordinating Principals  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

1. Effective CY 2023, the authorized signatories on Office Performance Review and Commitment Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) of Non-Teaching and Related Teaching Positions are as follows:

**a. Office of the Schools Division Superintendent (OSDS)**

Position Title	Section/Unit/ Office	Rater	Approving Authority
Attorney III	Ancillary Services/ Legal Unit	ASDS	SDS
Accountant III	Finance Section/ Accounting Unit	ASDS	SDS
Information Technology Officer I	Ancillary Services/ ICT Unit	ASDS	SDS
Administrative Officer V	Administrative Services Section	ASDS	SDS
Administrative Officer V	Finance Section/Budget Unit	ASDS	SDS
Administrative Officer IV	Administrative Services Section (Cash, Personnel, Records, Supply Unit)	Administrative Officer V	ASDS



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**Office of the Schools Division  
 Superintendent**

Position Title	Section/Unit/ Office	Rater	Approving Authority
Administrative Officer II	Administrative Services Section/ Payroll Services Unit	Administrative Officer V	ASDS
Administrative Officer II	Administrative Services Section/ General Services Unit	Administrative Officer V	ASDS
Administrative Assistant I, II, III	Finance Section/ Budget Unit	Administrative Officer V	ASDS
Administrative Assistant II, III	Finance Section/ Accounting Unit	Accountant III	ASDS
Administrative Assistant II, III	Other Offices	Administrative Officer IV	Administrative Officer V (Admin)
Administrative Aide VI (Clerk III)	SDS, ASDS, Admin (Cash, General Services, Personnel, Records, Supply)	Administrative Officer IV	Administrative Officer V (Admin)
Administrative Aide III & IV (Driver)	Administrative Services Section/ General Services Unit	Administrative Officer II	Administrative Officer V
Administrative Aide I (Utility Worker)	Administrative Services Section/ General Services Unit	Administrative Officer II	Administrative Officer V

**b. Curriculum Implementation Division (CID)**

Position Title	Section/Unit/ Office	Rater	Approving Authority
Chief Education Supervisor	Curriculum Implementation Division (CID)	ASDS	SDS
Education Program Supervisor	Kinder, Araling Panlipunan, English, EsP, Filipino, MAPEH, Math, Science, TLE	Chief Education Supervisor	SDS
Public Schools District Supervisor	District Office	Chief Education Supervisor	SDS



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**Office of the Schools Division  
Superintendent**

Position Title	Section/Unit/ Office	Rater	Approving Authority
Administrative Officer II	Administrative Services Section/ Payroll Services Unit	Administrative Officer V	ASDS
Administrative Officer II	Administrative Services Section/ General Services Unit	Administrative Officer V	ASDS
Administrative Assistant I, II, III	Finance Section/ Budget Unit	Administrative Officer V	ASDS
Administrative Assistant II, III	Finance Section/ Accounting Unit	Accountant III	ASDS
Administrative Assistant II, III	Other Offices	Administrative Officer IV	Administrative Officer V (Admin)
Administrative Aide VI (Clerk III)	SDS, ASDS, Admin (Cash, General Services, Personnel, Records, Supply)	Administrative Officer IV	Administrative Officer V (Admin)
Administrative Aide III & IV (Driver)	Administrative Services Section/ General Services Unit	Administrative Officer II	Administrative Officer V
Administrative Aide I (Utility Worker)	Administrative Services Section/ General Services Unit	Administrative Officer II	Administrative Officer V

**b. Curriculum Implementation Division (CID)**

Position Title	Section/Unit/ Office	Rater	Approving Authority
Chief Education Supervisor	Curriculum Implementation Division (CID)	ASDS	SDS
Education Program Supervisor	Kinder, Araling Panlipunan, English, EsP, Filipino, MAPEH, Math, Science, TLE	Chief Education Supervisor	SDS
Public Schools District Supervisor	District Office	Chief Education Supervisor	SDS



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Office of the Schools Division  
 Superintendent

Position Title	Section/Unit/ Office	Rater	Approving Authority
Education Program Specialist II	Alternative Learning System (ALS)	Chief Education Supervisor	ASDS
Librarian II	Library Hub	Chief Education Supervisor	ASDS
Project Development Officer II	Learning Resource	Chief Education Supervisor	ASDS
Administrative Aide VI (Clerk III)	Office of the Chief Education Supervisor	Administrative Officer IV (Personnel)	Chief Education Supervisor

**c. School Governance and Operations Division (SGOD)**

Position Title	Section/Unit/ Office	Rater	Approving Authority
Chief Education Supervisor	School Governance and Operations Division (SGOD)	ASDS	SDS
Education Program Supervisor		Chief Education Supervisor	SDS
Medical Officer III	School Health	Chief Education Supervisor	SDS
Engineer III	Education Facilities	Chief Education Supervisor	SDS
Senior Education Program Specialist	School Monitoring & Evaluation (M&E), Social Mobilization, Human Resource Development (HRD), Planning & Research	Chief Education Supervisor	SDS
Planning Officer III	Planning & Research	Chief Education Supervisor	SDS
Dentist II	School Health	Medical Officer III	Chief Education Supervisor
Education Program Specialist II	School Monitoring & Evaluation (M&E), Social Mobilization, Human Resource Development (HRD)	Senior Education Program Specialist	Chief Education Supervisor



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Position Title	Section/Unit/ Office	Rater	Approving Authority
Education Program Specialist II	Alternative Learning System (ALS)	Chief Education Supervisor	ASDS
Librarian II	Library Hub	Chief Education Supervisor	ASDS
Project Development Officer II	Learning Resource	Chief Education Supervisor	ASDS
Administrative Aide VI (Clerk III)	Office of the Chief Education Supervisor	Administrative Officer IV (Personnel)	Administrative Officer V

**c. School Governance and Operations Division (SGOD)**

Position Title	Section/Unit/ Office	Rater	Approving Authority
Chief Education Supervisor	School Governance and Operations Division (SGOD)	ASDS	SDS
Education Program Supervisor		Chief Education Supervisor	SDS
Medical Officer III	School Health	Chief Education Supervisor	SDS
Engineer III	Education Facilities	Chief Education Supervisor	SDS
Senior Education Program Specialist	School Monitoring & Evaluation (M&E), Social Mobilization, Human Resource Development (HRD), Planning & Research	Chief Education Supervisor	SDS
Planning Officer III	Planning & Research	Chief Education Supervisor	SDS
Dentist II	School Health	Medical Officer III	Chief Education Supervisor
Education Program Specialist II	School Monitoring & Evaluation (M&E), Social Mobilization, Human Resource Development (HRD)	Senior Education Program Specialist	Chief Education Supervisor



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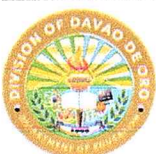
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Office of the Schools Division  
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Position Title	Section/Unit/ Office	Rater	Approving Authority
Nurse I & II	School Health	Medical Officer III	Chief Education Supervisor
Project Development Officer II	Disaster Risk Reduction and Management (DRRM)	Chief Education Supervisor	SDS

d. School-Based Personnel

Position Title	Station/Assignment	Rater	Approving Authority
Nurse II	Elementary and Secondary School	Medical Officer III	Chief Education Supervisor (SGOD)
Administrative Officer IV	Secondary Implementing Unit	School Principal	Administrative Officer V (Admin)
Guidance Coordinator I, II, & III	Schools District	PSDS/DCP	Education Program Supervisor (EsP)
Guidance Counselor I, II, & III	Junior High School/ Senior High School	School Principal	Education Program Supervisor (EsP)
School Librarian III	Secondary Implementing Unit	Librarian II (Library Hub)	Chief Education Supervisor (CID)
Administrative Officer II	Elementary and Secondary School	Administrative Officer V (Admin)	ASDS
Registrar I	Secondary Implementing Unit	Administrative Officer IV (Records)	Administrative Officer V (Admin)
Administrative Officer I (Cash)	Secondary Implementing Unit	Administrative Officer IV (Cash)	Administrative Officer V (Admin)
Administrative Officer I (Supply)	Secondary Implementing Unit	Administrative Officer IV (Supply)	Administrative Officer V (Admin)
Administrative Assistant III (Senior Bookkeeper)	Secondary Implementing Unit	Administrative Officer V (Budget)	ASDS



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Position Title	Section/Unit/ Office	Rater	Approving Authority
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Project Development Officer II	Disaster Risk Reduction and Management (DRRM)	Chief Education Supervisor	SDS

**d. School-Based Personnel**

Position Title	Station/Assignment	Rater	Approving Authority
Nurse II	Elementary and Secondary School	Medical Officer III	Chief Education Supervisor (SGOD)
Administrative Officer IV	Secondary Implementing Unit	School Principal	Administrative Officer V (Admin)
Guidance Coordinator I, II, & III	Schools District	PSDS/DCP	Education Program Supervisor (EsP)
Guidance Counselor I, II, & III	Junior High School/ Senior High School	School Principal	Education Program Supervisor (EsP)
School Librarian III	Secondary Implementing Unit	Librarian II (Library Hub)	Chief Education Supervisor (CID)
Administrative Officer II	Elementary and Secondary School	Administrative Officer V (Admin)	ASDS
Registrar I	Secondary Implementing Unit	Administrative Officer IV (Records)	Administrative Officer V (Admin)
Administrative Officer I (Cash)	Secondary Implementing Unit	Administrative Officer IV (Cash)	Administrative Officer V (Admin)
Administrative Officer I (Supply)	Secondary Implementing Unit	Administrative Officer IV (Supply)	Administrative Officer V (Admin)
Administrative Assistant III (Senior Bookkeeper)	Secondary Implementing Unit	Accountant III	ASDS



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Position Title	Station/Assignment	Rater	Approving Authority
Administrative Assistant II (Disbursing Officer)	Elementary and Secondary School	Administrative Officer IV (Cash)	Administrative Officer V (Admin)
Administrative Assistant II (Loan Verifier)	Secondary Implementing Unit	Administrative Officer IV (Cash/ Division Loan Verifier)	Administrative Officer V (Admin)
Administrative Aide III & IV (Clerk I/II)	Secondary Implementing Unit	Administrative Officer IV	School Principal
Security Guard I	Secondary Implementing Unit	Administrative Officer IV	School Principal
Watchman I	Secondary Implementing Unit	Administrative Officer IV	School Principal
Administrative Aide I (Utility Worker)	Central Elementary School/District	Administrative Officer II	School Principal
Administrative Aide I (Utility Worker)	Secondary Implementing Unit	Administrative Officer IV	School Principal

- For uniformity and to avoid confusion due to unexpected change in School Year Calendar and Activities, this Office adopts the RPMS cycle of **January to December** of every year of all its non-teaching and related teaching personnel including those who are assigned in schools instead of April of the current year to March of the following year as provided for in DepEd Order No. 2, s. 2015. For CY 2023, school-based non-teaching and related teaching personnel shall adopt the RPMS cycle of August 2022 to December 2023 which shall be submitted on or before January 31, 2024. Thereafter, RPMS cycle for all non-teaching and related teaching personnel shall be from **January to December** of every year.
- Teachers (including Teachers-In-Charge), Head Teachers (including those supervising specific subject area in the secondary level), and School Principals shall adopt the OPCR/IPCRR cycle based on the School Calendar and Activities of the applicable School Year.
- Immediate dissemination of this Memorandum is desired.

  
**CRISTY C. EPE**

Schools Division Superintendent



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Position Title	Station/Assignment	Rater	Approving Authority
Administrative Assistant II (Disbursing Officer)	Elementary and Secondary School	Administrative Officer IV (Cash)	Administrative Officer V (Admin)
Administrative Assistant II (Loan Verifier)	Secondary Implementing Unit	Administrative Officer IV (Cash/ Division Loan Verifier)	Administrative Officer V (Admin)
Administrative Aide III & IV (Clerk I/II)	Secondary Implementing Unit	Administrative Officer IV	School Principal
Security Guard I	Secondary Implementing Unit	Administrative Officer IV	School Principal
Watchman I	Secondary Implementing Unit	Administrative Officer IV	School Principal
Administrative Aide I (Utility Worker)	Central Elementary School/District	Administrative Officer II	School Principal
Administrative Aide I (Utility Worker)	Secondary Implementing Unit	Administrative Officer IV	School Principal

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**CRISTY C. EPE**  
Schools Division Superintendent



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