



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

August 14, 2025

DIVISION MEMORANDUM  
No. 481, s. 2025

**ADDITIONAL INFORMATION AND CHANGE OF DATE  
ON THE DIVISION MEMORANDUM 454, S. 2025  
RE: DIVISION WRITESHOP (OPCRF) SCHOOL HEAD**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to Division Memorandum No. 454, s. 2025: Development of Unified Office Performance Commitment and Review Form (OPCRF) for School Heads, this office through School Governance and Operations Division would like to inform the concerned participants regarding the changes of dates of the said activity:

Activity	Date		Venue
	From	To	
<b>Phase 2:</b> Writeshop	August 13-15, 2025	August 18-20, 2025	Otel Pampanga, Lazatin Blvd., City of San Fernando (P)
<b>Phase 3:</b> Presentation and Validation	August 18-20, 2025	August 27-29, 2025	Otel Pampanga, Lazatin Blvd., City of San Fernando (P)
<b>Phase 4:</b> Finalization and Approval	August 27-29, 2025	September 3-5, 2025	TBA

2. Travel and other incidental expenses of school personnel shall be charged against the School MOOE, subject to the usual accounting and auditing rules and regulations. This memorandum shall serve as the travel authority of the participants and management team.



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3. All participants are enjoined to bring their own laptops, extension cords, and pocket WiFi (optional) for the remaining phases of the activity.
4. Immediate dissemination of this Memorandum is desired.

**ROMEO M. ALIP PhD, CESO V**  
Schools Division Superintendent

SGOD-HRDS-DM-2025  
14August2025

