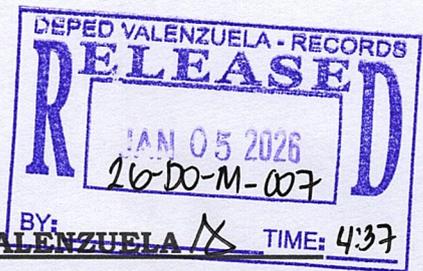


DepEd ICT Unit

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Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION



**SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA**

Office of the Schools Division  
Superintendent

**OFFICE MEMORANDUM**

No. 0003, s. 2026

**SUBMISSION AND VALIDATION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) WITH MOV'S OF ALL SDO PERSONNEL/OFFICIALS FOR CALENDAR YEAR 2025**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors - CID and SGOD  
Education Program Supervisors & Public Schools District Supervisors  
Division Unit Heads & Specialists  
All SDO Personnel (National Item)

1. Consistent with the provisions of DepEd Order No. 2, s. 2015 *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*, this Office reminds all SDO Officials and Personnel on the submission of their Office Performance Commitment and Review Form (OPCRF) for Calendar Year 2025 to the Rater and Approving Authority, for appropriate evaluation, validation and action thereof.

2. The activity aims to:  
a. review, validate, and evaluate the performance assessment of the SDO personnel and officials for CY 2025; and  
b. consolidate the IPCRF/OPCRF of the Performance Management Team for FY 2025.

3. Functional Division Chiefs shall use the revised 2024 OPCRf version. The duly accomplished IPCRF/OPCRF shall be submitted in duplicate (2) copies (with 1 copy of MOVs) has been checked and evaluated by concerned Rater and for the approval of their respective Approving Authorities. **Performance Evaluation shall be properly documented and scheduled on January 12 - 16, 2026.**

Schedule	Activity
January 12 - 13, 2026	Performance Evaluation per Ratee and Rater
January 14 - 15, 2026	Submission to Approving Authority for Approval (based on the enclosure)
January 16, 2026	Submission of the OPCRf/IPCRF for consolidation of the PMT.



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**All Functional Divisions, Unit and Section Heads are likewise advised to consolidate, document and provide narratives for their Phase 3 under Performance evaluation.** The Performance Management Team is expected to consolidate the said OPCR/IPCRF with the following attachment given in the succeeding enclosure.

4. However, it is expected that these forms have been reviewed and validated by the raters vis-a-vis MOVs as per individual portfolio and will be evaluated vis-o-vis targets and accomplishments for the concluded fiscal year. This is to further emphasize the processes we have in the conduct of the Performance Management System as part of streamlined procedures related to PRIME-HRM.

5. Below are the positions to be rated, list of raters and approving authority of the IPCRF/OPCRF:

	<b>Position</b>	<b>Rater</b>	<b>Approving Authority</b>
1	Division Chiefs, Accountant III, Budget Officer III, Attorney III, Information and Communications Technology Officer II, Administrative Officer V	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Education Program Supervisors (CID & SGOD) Public Schools District Supervisors	Division Chiefs	Assistant Schools Division Superintendent
3	Senior Education Program Specialists, Education Program Specialists II, Planning Officer III, Nurse II, Dentist II, Engineer III	Division Chiefs	Assistant Schools Division Superintendent
4	Administrative Officer IV – Property & Supply Section; Cash Section; Records Section; Personnel Section	Administrative Officer V, Administrative Services Unit	Assistant Schools Division Superintendent
5	Administrative Assistant I - III/Administrative Aide I - VI (Division Based)	Section Head	Assistant Schools Division Superintendent

6. Per item no. 6 of DepEd Order No. 2, s. 2015, *“Officials and employees who shall be on official travel, approved leave of absence, training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance rating and commitment report before they leave the office,”* hence officials and employees with at least three months in service within Calendar Year 2024 shall be required to submit their performance commitment and review form.

7. Personnel and other employees under the MOOE/Contractual scheme in the Division are likewise advised to be rated in the same IPCRF per DepEd Order No. 2,

s. 2015. While, Functional Division Chiefs, and Unit/Section Heads shall monitor the compliance of all concerned within the prescribed period. No submitted OPCR/IPCRF, shall mean forfeiture of performance bonus and qualifications for future promotions for that calendar year.

8. For wide dissemination and strict compliance.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: As stated

References: As stated

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

**APPRAISAL**

**EMPLOYEES**

**OFFICIALS**

**SCHOOLS**

ASDS/DM - SUBMISSION AND VALIDATION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) WITH MOV'S OF ALL SDO PERSONNEL/OFFICIALS FOR CALENDAR YEAR 2025  
\_\_\_\_\_ /December 26, 2025