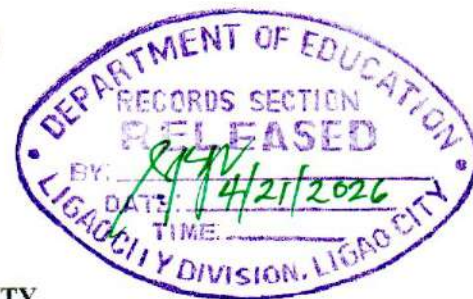


Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY



April 22, 2026

DIVISION MEMORANDUM
No. **0154** s. 2026

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To: Assistant Schools Division Superintendents
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

From: **NYMPHA D. GUEMO**
Schools Division Superintendent

Subject: **OPCRF VALIDATION OF SCHOOL HEADS FOR SY 2025-2026**

1. Per **DepEd Order No. 02, s. 2015** (Guidelines on the Establishment and Implementation of Results-based Performance Management System (RPMS) in the Department of Education), **DM-OUHROD-2024-0586** (Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards) and **DM - OUHROD-2025-0922** (Additional Guidance on the Implementation of Performance Management and Evaluation System) in adherence with **CSC Memorandum Circular (MC) No. 6, s. 2012** titled, Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS), the Performance Review and Evaluation (Phase III) shall be done at the end of the performance cycle to assess the office and individual employee's performance level based on the commitments and measures as contained in the signed OPCRF and IPCRF.

2. Due to the intervening activities in the national, regional and division levels to be participated in by division personnel and learning area supervisors in preparation for the opening of the school year, the performance validation of OPCRF of school heads for School Year 2025-2026 shall be conducted by this Office on **May 18-29, 2026 through the concerned Public Schools District Supervisors as designated Validators**. The schedule and the venue, whether onsite or in designated school, shall be agreed upon by the school heads and their respective PSDSs.

3. The OPCRF shall have the following components with the corresponding weights:

Part I-A – Commitment to Organizational Outcome (60%) - office/school commitments and accomplishments based on the office functions and Key Result Areas (KRAs) with clear attribution to their direct contributions to the organizational outcomes/outputs indicated in the GAA, BEDP Pillars and Current Administration Agenda.

For the **Current Administration Agenda**, the following are the **5-Point Agenda** of the current administration subject to subsequent issuances and guidelines, to wit:

- i High Performing Teachers
- ii Improved Learning Environment that Safeguards Student's Physical and Mental Well-being



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- iii Enhanced Governance Structure to Ensure Efficient and Supportive Education System
- iv Improved Education Quality Through Upgraded Curriculum, Modernized Assessment and Digitally-enabled Schools
- v Empowered Graduates Fit for Employment, Entrepreneurship or Higher Education

As for the **BEDP**, it includes four (4) pillars of *Access, Equity, Quality, and Resilience*, and the *Enabling Mechanisms for Governance and Management*.

The KRA's of school heads are as follows:

1. School Leadership and Administration
2. Teaching and Learning Delivery
3. Learner Formation and Development
4. School Operations and Management.

***Note:** All KRAs must preferably be considered with one (1) to three (3) objectives. The number of objectives in the plan is influenced by the number and variety of goals of the unit/functional area, as well as the leader's objectives. However, the plan should still contain no more than 10-15 objectives.*

Part 1-B: Innovating and intervening Accomplishments (20%) – office outputs/outcomes enabling, supportive, and/or contributory to the achievement of the organizational commitments and office KRAs

***Note:** For SY 2025-2026, each innovating and intervening accomplishment shall be given 10% but not to exceed 20% under this component.*

Part 1-C: Organizational Effectiveness (15%) – refer to the areas for organizational effectiveness aligned with PBB-based oversight requirements **as prescribed for compliance of all offices**, which include (i) Financial Stewardship, (ii) Process Improvement, and (iii) Client Satisfaction. **Hence, the prescribed objectives, weight and performance indicators along this component is non-negotiable.**

Part 2.A: Leadership Competencies (2.5%) – competencies expected of heads of functional offices who hold managerial and executive/supervisory positions

Part 2.B: Core Behavioral Competencies (2.5%) – individual competencies required from all DepEd personnel in all job groups within the organization, upholding the DepEd's core values and the Code of Conduct and Ethical Standards for Public Officials and Employees pursuant to RA 6713. They represent the way individuals embody and live the values of the organization and the civil service.

4. Prior to the actual validation, school heads are encouraged to perform initial self-rating. The same shall be presented to the Public Schools District Supervisor during the validation of MOV.
5. The rater and the ratee shall discuss and agree on the individual assessment based on the MOVs presented and actual accomplishments of each of the KRAs and Objectives. The final rating shall be based solely on the accomplishment of the specific objectives as measured by the Performance Indicators. ***Except for valid reasons, other MOV/documents purportedly claimed to be not attached during the actual validation shall no longer be accepted.***



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6. The OPCRf of school heads must contain all the parts (Part I-A, B & C; Part II-A & B; Part III – Summary of Ratings; and Part IV – A&B – Office Improvement Plan and Individual Development). ***The absence of any parts shall be considered incomplete and non-compliant in the submission of the said document.***
7. The Overall Score shall be computed by adding the total obtained scores in Part I and Part II. This shall be inputted in the *Part III Summary of Ratings* of the OPCR Form.

$Overall\ Score = Part\ I-A + Part\ I-B + Part\ I-C + Part\ II-A + Part\ II-B$
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8. The numerical performance rating shall be given corresponding numerical and adjectival ratings in accordance with the following rating table:

PMES Rating Table

RANGE	NUMERICAL RATING	ADJECTIVAL RATING
4.500 – 5.000	5	Outstanding
3.500 – 4.499	4	Very Satisfactory
2.500 – 3.499	3	Satisfactory
1.500 – 2.499	2	Unsatisfactory
Below 1.499	1	Poor

9. Those who shall be on official travel, approved leave of absence, trainings and scholarships who have already met the required minimum rating period of ninety (90) days shall submit the performance commitment and rating report before they leave office/school.
10. School heads who are transferred/deployed to another school/unit/office within the rating period shall be rated where they spent most of their time during the rating period.
11. **Teachers/Master Teachers who were newly appointed/designated as school heads and have not met the required minimum rating period of ninety (90) days** when the performance review and evaluation is conducted shall submit their **IPCRF**, instead of OPCRf.
12. In case where a school has no OPCRf due to separation, promotion or transfer of the school head, the previous School OPCRf rating shall be used for Performance-Based Bonus and for other purposes.
13. School heads whose performance is **unsatisfactory or poor** *should be notified in writing* and shall be provided with coaching feedback and appropriate intervention when necessary. Hence, the designated validators, in this case the PSDS's, should immediately inform the DPMT in such case.



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14. Failure to undergo validation within the scheduled dates, the concerned school head shall be required to state the reasons for non-compliance through a Letter of Explanation addressed to the Schools Division Superintendent, Attention: Mr. Melchizedek C. Tongco, ASDS, DPMT Chairman. If a request for validation is requested and granted, the concerned school head shall negotiate with the concerned PSDS for a schedule most convenient to all parties.
15. The provisions in this Memorandum shall apply to all concerned officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief, ethnicity, and political affiliation or activity.
16. Travel and other related expenses relative to the conduct of performance validation shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
17. For information, guidance, and compliance of all concerned.