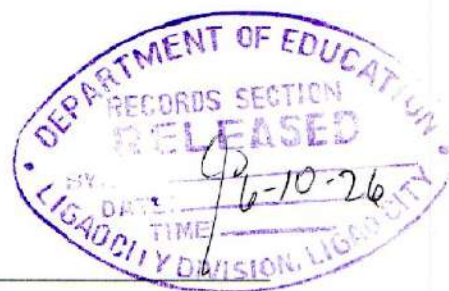




Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE - LIGAO CITY



Office of the Schools Division Superintendent

MEMORANDUM

61026284

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
All Public Elementary and Secondary School Heads
All Others Concerned

FROM: **NYMPHA D. GUENO**
Schools Division Superintendent

SUBJECT: **REMINDER ON THE SUBMISSION OF SIGNED OPCRF AND IPCRF OF SCHOOL-BASED PERSONNEL FOR SY 2025-2026 AND CONDUCT OF PERFORMANCE PLANNING AND COMMITMENT FOR SY 2026-2027**

DATE: June 9, 2026

1. Pursuant to DepEd Order No. 2, s. 2015 titled Guidelines on the Establishment and Implementation of Results-based Performance Management System and in accordance to DepED memorandum No. 17, s. 2025 titled Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the School Year 2025-2026, DM-OUHROD-2025-0922 titled Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES) and DM-OSEC-OUHRODI-2026-0001 titled Guidance in the Implementation of the Performance Management and Evaluation System (PMES) for Teachers for SY 2025-2026, all school-based personnel are reminded on the submission of the validated and signed IPCRF of teaching and non-teaching personnel and the OPCRF of the School Heads for SY 2025-2026 (Parts 1-4) in hard and soft copies (one copy each only) to the Personnel Section on or before June 30, 2026. The link for the submission of the soft copies is as follows: <https://bit.ly/IPCRFSY2025-2026>

2. All Schools are advised to submit the IPCRF and OPCRF of school-based personnel in bunch with accompanying Summary List indicating the name of personnel, position title and respective performance rating as shown in the sample format below. SDO personnel who will handle the documents are reminded to ensure that confidentiality of the data submitted is highly maintained.

NAME	POSITION TITLE	PERFORMANCE RATING
1. xxxxx	Principal I	5 (Outstanding)



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2. Everyone is also reminded of the timeline of the PMES cycle for SY 2026-2027, as follows:

PHASE	TASK	TOOLS	PERSON(S) RESPONSIBLE	SCHEDULE
Phase 1: Performance Planning and Commitment	Discussion of target objectives	IPCRF	Raters and Ratees	Beginning of Fourth Quarter
Phase 2: Performance Monitoring and Coaching	Full-period Classroom Observation 1 and/or 2 (for teachers only)	Classroom Observation Tool	Ratees and Raters (Observers)	Any time in 4 th quarter
	Coaching and Mentoring Sessions	Rater: Performance Monitoring and Coaching Form	Ratees and Raters	Year-round
Phase 3: Performance Review and Evaluation	Performance Assessment with Final Rating in the IPCRF	IPCRF	Raters, Ratees, and Approving Authority	After the last day of classes
Phase 4: Performance Rewarding and Development Planning	Finalization of Individual Development Plans	IPCRF-IDP	Ratees and Raters	After the last day of classes

3. Likewise, School Heads are reminded to integrate the relevant performance indicators outlined in DepEd Order No. 24, s. 2022 titled "Adoption of the Basic Education Development Plan 2030" in the crafting of their OPCRF for SY 2026-2027 to ensure relevant performance indicators and effective contributions to educational goals are captured and reflected in the office performance management form.
4. For the information, guidance and compliance of all concerned.