



Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY



MEMORANDUM

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

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

Subject: **SUBMISSION OF 2025 IPCRF's/OPCRF's OF NON-SCHOOL BASED PERSONNEL AND CONDUCT OF PERFORMANCE PLANNING AND COMMITMENT**

Date: January 5, 2026

1. Per DM-OUHROD-2024-0586, "Interim Guidelines on the Performance Planning and Assessment for FY 2024 Onwards", the Performance Review and Evaluation (Phase III) and Performance Rewarding and Development (Phase IV) should have been done last December 2025. Hence, all IPCRF's of Non-School Based Personnel with ratings approved by their respective Raters shall be submitted to the Office of the Assistant Schools Division Superintendent (ASDS) as Approving Authority **on or before January 15, 2026**.
2. The Division Chiefs shall also submit their self-rated OPCRFS on the same date with attached Means of Verification (MOV) as basis for the rating of each KRA's and the specific objectives as measured by the Performance Indicators. Once approved by the Rater, the OPCRFS shall be forwarded to the Schools Division Superintendent (SDS) for final approval.
3. The Performance Planning and Commitment for CY 2026 shall be done at the beginning of the performance cycle. Hence, all functional divisions are expected to conduct the planning and commitment activity in January 2026 to discuss and agree on their respective Office KRAs, Organizational Outcome Attributions (5-Point Agenda replacing MATATAG Agenda), objectives, timelines, weight allocations, performance targets, performance measure, rating scale and means of verifications.
4. Travel and other related expenses relative to the conduct of performance planning and commitment shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and compliance of all concerned.