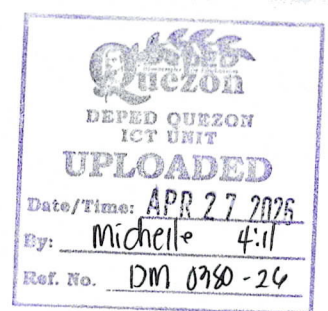




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 April 2026

**DIVISION MEMORANDUM**

No. 0980, s. 2026

**YEAR-END PERFORMANCE REVIEW (PR) AND SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE COMMITMENT FORMS (OPCRF/IPCRF) FOR SCHOOL-BASED PERSONNEL, SY 2025-2026**

**To:** Assistant Schools Division Superintendents  
School Performance Management Team Members and Alternates  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads and Teachers  
School-Based Non-Teaching Personnel  
All Others Concerned

1. In line with the implementation of the Results-Based Performance Management System (RPMS) pursuant to DepEd Order No. 2, s. 2015, this Office hereby issues the enclosed **Guidelines on the Year-End Performance Review and Submission of Office and Individual Performance Commitment Forms (OPCRF/IPCRF) for School-Based Personnel, SY 2025-2026**
2. **This activity aims to:**
  - 2.1 assess the performance of school-based personnel **based on agreed targets** and standards.
  - 2.2 **ensure alignment** of office/individual performance with school and division goals.
  - 2.3 provide a basis for personnel actions, rewards, and professional development interventions.
3. The **School Performance Management Teams (PMTs)** are directed to conduct the Year-End Performance Review in accordance with the prescribed schedule and procedures indicated in the attached guidelines.
4. All concerned personnel are enjoined to ensure the timely preparation, validation, submission, and approval of OPCRf/IPCRf, including the **submission of required Means of Verification (MOVs)**, in hard and/or soft copies, as applicable.
5. **Public Schools District Supervisors (PSDSs)** shall oversee and facilitate the conduct of calibration and validation activities, while the Division PMT shall monitor compliance and provide technical assistance as necessary.

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6. The Division PMT will conduct an **online orientation on May 4, 2026, at 1:00 PM** to discuss the guidelines.
7. **All School Heads and PSDSs are encouraged to attend the said orientation.**
8. **Adherence to the provisions of this Memorandum, particularly the timelines,** is highly encouraged to facilitate smooth implementation in line with existing DepEd policies.
9. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

pmtsop04/27/2026

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Enclosure No.1 to DM No. 0760, s. 2026

**GUIDELINES ON THE YEAR-END PERFORMANCE REVIEW (PR) AND SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE COMMITMENT FORMS (OPCRF/IPCRF) FOR SCHOOL-BASED PERSONNEL, SY 2025–2026**

**I. General**

- a. The **School Performance Management Team (PMT)**, led by the School Head, shall conduct the **Year-End Performance Review (PR)** in each school at the end of the school year, in accordance with the approved School Calendar for SY 2025–2026.
- b. The Division PMT, through the **designated Public Schools District Supervisor (PSDS)**, shall oversee the **conduct of OPCRf review and validation** for School Heads on behalf of the Division PMT. The Division PMT shall, in turn, monitor the overall implementation of the activity. *(Refer to Enclosure No. 2 for the assignments.)*
- c. The OPCRf validation and calibration may be conducted at the respective districts or nearest Sub-Offices, whichever is most accessible and convenient for all concerned personnel.
- d. The expected output of this process is a **duly accomplished and rated OPCRf**, supported by complete Means of Verification (MOVs) in either hard or soft copies, as applicable.
- e. School-based teaching personnel shall utilize the RPMS-PPST tools prescribed by BHROD, in accordance with **DepEd Memorandum No. 089, s. 2025**, titled *“Guidelines on the Multi-Year Performance Management and Evaluation System for Teachers from SY 2025–2026 to 2027–2028.”*
- f. **The final individual performance rating shall not exceed the approved performance rating of the office.**
- g. The performance rating of the office, as determined during the performance review and conference, shall be final.
- h. Employees who are aggrieved by their final performance rating may file an appeal with the PMT within **ten (10) working days** from receipt of the rating. However, no office or individual employee shall be allowed to contest the ratings of another office or co-employee. For guidance, refer to **DepEd Order No. 2, s. 2015** (*Guidelines on the RPMS*).

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## II. Schedule of Activities

Activities	Timelines
a) Year-End Performance Review	<b>April 28 – May 8, 2026</b>
b) Orientation on the Year-End Performance Review and Submission of OPCR/IPC/RF for School-Based Personnel, SY 2024–2025	<b>May 4, 2026</b>
c) Review and Validation of OPCR/RF by PSDS <i>Note: PSDSs to determine the specific dates, depending on the availability of the validators and School Heads</i>	<b>May 11 – June 11, 2026</b>
d) Submission and Approval of OPCR/RF/IPC/RF in the SDO	<b>June 11 – 26, 2026</b>
e) Submission of signed, consolidated, and scanned OPCR/RF and Summary of Ratings	<b>June 29 - 30, 2026</b>

## III. School PMT Performance Review (PR) Materials

- a. To facilitate the conduct of the performance review, the Division PMT has established a **centralized Google Drive repository** containing all necessary tools and templates.
- b. The following PR materials are available for reference:
  1. **School Head OPCR/RF**
    - o School Heads are directed to ensure that the **template aligns with Annex B of DM-OUHROD-2025-0922** (Additional Guidance on the Implementation of PMES) and to **update** the Organizational Outcome Attribution from the MATATAG Agenda to the **5-Point Reform Agenda**.
    - o Strict adherence to the prescribed template is required; the action office will return submissions that do not comply without further processing.
  2. **Standardized IPCRF of the school-based non-teaching personnel**
    - o The standardized IPCRF and harmonized rubrics **shall be encoded in the prescribed template provided**.
    - o Strict adherence to the prescribed template is required; the action office will return submissions that do not comply without further processing.
    - o The IPCRF shall not require the inclusion of a school or SDO header and footer.
  3. **Report on the Calibration of Rating**
  4. **Certificate of Engagement**
  5. **Summary of IPCRF Rating**
  6. **Summary of OPCR/RF Rating**

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**c. Access Link and QR Code:**

Link	QR Code
<a href="https://tinyurl.com/PMT-PR-Materials">https://tinyurl.com/PMT-PR-Materials</a>	

**IV. Ratee-Rater Approving Matrix and Applicable Performance Review Tool**

Ratee	Rater	Approving Authority	Applicable Tool
<b>1. School Head/Principal/OIC/TIC/Vocational School Administrator I</b>	Assistant School Division Superintendent (ASDS)-in charge  a) <b>1<sup>st</sup> and 2<sup>nd</sup> District:</b> Lorena S. Walangsumbat b) <b>3<sup>rd</sup> District:</b> Aris S. Barrago c) <b>4<sup>th</sup> District:</b> Roselyn Q. Golfo	Schools Division Superintendent (SDS)  <b>Rommel C. Bautista, CESO V</b>	OPCRF
<b>2. Assistant School Principal</b>	School Head	ASDS-in-charge	IPCRF
<b>3. Department Head</b>	School Head	ASDS-in-charge	IPCRF
<b>4. Master Teacher (Elem./JHS/SHS)</b>	School Head	ASDS-in-charge	IPCRF
<b>5. Teacher (Elementary)</b>	Master Teacher (MT)	School Head	IPCRF
<b>6. Teacher (JHS &amp; SHS)</b>	Master Teacher / Dept. Head	School Head	IPCRF
<b>7. Teacher (SHS)</b>	Master Teacher / Asst. School Head	School Head	IPCRF
<b>8. Teacher with NO MT/Dept. Head/Asst. SH (Elem./JHS/SHS)</b>	School Head	ASDS-in-charge	IPCRF
<b>9. ALS Teacher (School-based)</b>	Master Teacher / Dept. Head	School Head	IPCRF
<b>10. ALS Teacher (Community Learning Center)</b>	Functional Division Chief for CID	ASDS-in-charge	IPCRF
<b>11. School-based Non-Teaching Staff</b>	School Head	ASDS-in-charge	IPCRF

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Ratee	Rater	Approving Authority	Applicable Tool
<b>performing Administrative and Finance Function (AO II, Senior Bookkeeper, Disbursing Officer, PDO I)</b>			
<b>12. School-based Non-Teaching Staff performing Utility and Security Function</b>	Asst. SH / Dept. Head / MT / AO II	School Head	IPCRF

## V. Submission

### a. School Head as the Approving Authority

- **All ratees, both teaching and non-teaching personnel**, shall submit a copy of their duly accomplished IPCRFs to their respective PMTs immediately after the Year-End Performance Review for safekeeping.
- **School PMTs** shall ensure the proper safekeeping of digitized copies of approved IPCRFs and the Summary of Ratings for reference and verification purposes.
- **Ratees (teachers)** shall ensure the submission of their accomplished **e-IPCRF** through the Online System in compliance with DepEd Memorandum No. 17, s. 2025, titled *Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers for School Year 2024–2025*.

### b. SDS / ASDS as the Approving Authority

- Following the cluster performance review, OPCRFs shall be submitted to the Division Office for approval by the SDS/ASDS.
- Districts, through the designated **non-teaching personnel**, shall **consolidate** all PMT-validated OPCRFs.
- **Required hard copies (OPCRF only):**
  - Two (2) copies of OPCRf with validators' initials
  - One (1) accomplished Report on the Calibration of Rating
  - One (1) OPCRf Summary of Ratings
- **IPCRFs requiring ASDS signature** shall be consolidated per municipality prior to submission.
- All submitted **OPCRFs/IPCRFs must have an individual DTS transmittal**. Submissions without this requirement shall be returned.

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**c. Submission of Scanned Copies**

- Districts shall submit **consolidated scanned copies of approved OPCRFS** via email using the subject format:  
**OPGRP 2025-2026\_<District Name>**
- **Email addresses:**
  - [sdo.quezon.opcrf@deped.gov.ph](mailto:sdo.quezon.opcrf@deped.gov.ph)
  - [sdo.quezon.personnel@deped.gov.ph](mailto:sdo.quezon.personnel@deped.gov.ph)
- **File specifications:**
  - Format: PDF
  - File name format:
    - OPCRf25-26\_District\_SchoolName\_SchoolHeadName
    - Summary\_OPCRf25-26\_District
    - Summary\_IPCRf25-26\_District
- **The total number of submitted OPCRFS shall correspond to the total number of schools in the district.**

- d. **Non-submission** within the prescribed timeline, unless duly justified and approved by the PMT, shall result in disqualification from performance-based personnel actions (*e.g., promotion, training, scholarships, grants, and PBB eligibility*). Please refer to **DepEd Order No. 2, s. 2015**.

**VI. Funding**

- a. Expenses incurred in the conduct of this activity shall be charged against MOOE and/or local funds, subject to existing government accounting and auditing rules and regulations.

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c. **Submission of Scanned Copies**

- Districts shall submit **consolidated scanned copies of approved OPCRFS** via email using the subject format:  
**OPGRP 2025-2026\_<District Name>**
- **Email addresses:**
  - [sdo.quezon.opcrf@deped.gov.ph](mailto:sdo.quezon.opcrf@deped.gov.ph)
  - [sdo.quezon.personnel@deped.gov.ph](mailto:sdo.quezon.personnel@deped.gov.ph)
- **File specifications:**
  - Format: PDF