



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



11 May 2026

DIVISION MEMORANDUM

No. 0472, s. 2026

**ADDENDUM-CORRIGENDUM TO DIVISION MEMORANDUM NO. 0380, S. 2026
TITLED 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 reference to Division Memorandum No. 0380, s. 2026 titled “*Year-End Performance Review (PR) and Submission of Office and Individual Performance Commitment Forms (OPCRF/IPCRF) for School-Based Personnel, SY 2025-2026*,” this Office hereby issues the following additional provisions:
 - a. All school-based personnel, both teaching and non-teaching, who are **borrowed or designated** to another school shall be rated by the school where they are currently reporting.
 - b. **Teacher-in-Charge/Officer-in-Charge** who has rendered service as school head for **at least half of the rating period or more** shall accomplish the OPCRf.
 - c. The overall performance rating/assessment of accomplishments shall be based on the prescribed adjectival ratings and shall be expressed in three **(3) decimal places**.
 - d. All teaching and non-teaching personnel **shall submit the required Means of Verification (MOVs)** to support and validate their reported accomplishments, targets, and performance ratings. The required MOVs shall depend on the employee’s assigned functions and performance indicators. **Submission of MOVs to the Schools Division Office (SDO) shall no longer be required.**
 - e. If the ratee opts to utilize digitized copies of MOVs, these shall be **properly organized per Key Result Area (KRA) and objective** to facilitate ease of validation. The **rater/validator may decline to validate** the OPCRf/IPCRf in cases of non-compliance with this requirement.

DEPEDQUEZON-TM-SDD-04-009-003



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2. For correction and clarification, please be informed that the statement in the previous memorandum stating that *“the final individual performance rating shall not exceed the approved performance rating of the office”* is hereby corrected and clarified.

Pursuant to DepEd Order No. 2, s. 2015, it is stated that *“the average rating of individual staff members should not go higher than the collective performance assessment of the office.”* Thus, the **individual performance rating is not automatically restricted by the approved office performance rating**, provided that the rating is supported by sufficient evidence and complies with applicable evaluation standards.

3. Other details stipulated in the previous Memorandum shall remain in effect.
4. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

pmtsop05/11/2026

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