

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

09 December 2025

Regional Memorandum
No. 925 s. 2025

**SUBMISSION OF THE 2025 OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) OF
SCHOOLS DIVISION OFFICES**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents

1. Pursuant to DepEd Order No. 2 s. 2015¹, DM-OUHROD-2024-0586² and DM-OUHROD-2025-0922³, all Schools Division Superintendents (SDSs) and Assistant Schools Division Superintendents (ASDSs) are directed to submit the fully accomplished Final Office Performance Commitment and Review Form (OPCRF) for CY 2025 together with the necessary supporting documents.
2. Below are the timeline and other details of the preparation, submission and checking of the OPCRF and other documents.

Timelines	Activity	Other Important Details
Until January 12, 2026	Preparation of the OPCRF and MOVs	<ul style="list-style-type: none">■ The OPCR Form (ver. Feb 2025) latest official template can be downloaded from bit.ly/OPCRF2025Annexes (Annex 1), for reference■ For reference, the revised/updated KRA of SDO SDS and ASDS (Annex 2), DepEd OO (Annex 3), PREXC Indicators (Annex 4), and related issuances can also be accessed from bit.ly/OPCRF2025Annexes■ See the List of MOVs in the Enclosure.■ Preparation also includes scanning of duly signed OPCRFs and MOVs including signed certifications

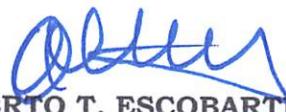
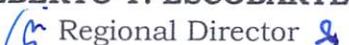
¹ Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education

² Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards

³ Additional Guidance on the Implementation of Performance Management Evaluation System

Timelines	Activity	Other Important Details
January 16, 2026	Deadline of uploading of the scanned copy of signed OPCRFs and signed/certified MOVs	<ul style="list-style-type: none"> Each SDO is provided with own drive/link where the scanned documents shall be uploaded. The list of such drive/link can be found in bit.ly/YearEndOPCRFCY2025 Also, the status and progress of submission can be viewed here.
January 23, 2026	Deadline of submission to the Regional Office of the hard copy of the originally-signed OPCRFs	<ul style="list-style-type: none"> The OPCRFs shall be submitted in three (3) original copies. Hard copy of the MOVs shall no longer be submitted.
January 19-23, 26-30, 2026	<ul style="list-style-type: none"> Checking of the OPCRFs with MOVs Giving of feedback 	<ul style="list-style-type: none"> The checking will be done by Key Result Area (KRA). List of RO validators designated by the RPMT Chair can also be found in the Enclosure.

3. For related concerns, please coordinate with the Regional Performance Management Team (RPMT) through email at ard.calabarzon@deped.gov.ph or pprd.calabarzon@deped.gov.ph.
4. Strict compliance with this Memorandum is highly enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director



Republic of the Philippines
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CHECKING OF THE MOVs OF SDOs' OPCRFs
LIST OF MEANS OF VERIFICATION (MOVs) AND REVIEWERS

KRA	OBJECTIVE/S	MEANS OF VERIFICATIONS (MOVs)	RO REVIEWERS
A. Strategic Leadership and Management	1. To translate the National Education Development Plan and Regional Basic Education Plan (RBEP), and framework to operational plan that is aligned to the context and situation of the SDO	a. Copy of signed and approved DEDP b. Copy of CY 2025 Annual Accomplishment Report (AAR) – <i>one that is submitted to QAD</i>	Elino S. Garcia Randie B. Atienza
	2. To establish a mechanism for effective implementation of PPAs in the SDO	a. Implementing guidelines on the implementation of PPAs with report on SDO units adapting the established mechanism b. Accomplished M &E tools for PAPs implementation	Buenalyn M. Manuel
B. Curriculum Implementation	1. To ensure effective management and implementation of curriculum in the SDO in compliance to quality standards	a. Report on the schools which implemented and followed quality teaching and learning standards b. Report on the Curriculum support programs, projects and activities implemented c. Developed localized curricula per learning area d. M&E results analysis utilized with policy recommendations to improve curriculum implementation	Viernalyn M. Nama Virgilio O. Guevarra Jr. Emilia P. Crescini Eugene Ray F. Santos

KRA	OBJECTIVE/S	MEANS OF VERIFICATIONS (MOVs)	RO REVIEWERS
	2. To ensure effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes	<ul style="list-style-type: none"> a. Report on the schools and CLCs with improved learning assessment outcomes per learning area per quarter b. Report on the number of schools and CLCs with improved learning assessment outcomes per learning area per quarter 	
	3. To manage the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources	<ul style="list-style-type: none"> a. Inventory of developed and/or contextualized learning resources b. Report on the number of schools and learning centers that can access and/or utilize learning resources 	
C. Support to school governance and operations	1. To establish a mechanism for effective monitoring implementation of PPAs in the SDO	a. DMEA Reports	Jeffrie F. Datablan
	2. To provide strategic directions on support for school management and operations	a. Contextualized policies/guidelines on school management	Michael Girard R. Alba Andrea Mabel E. Abrencillo Eugenio S. Adrao
	3. To ensure the operationalization of the L&D Systems in the SDO.	<ul style="list-style-type: none"> a. Approved training proposals/resource package based on LDNA reports b. Implemented programs on rewards and incentives for service excellence 	Bryan A. Pobe Colleen Marhey R. Lacuesta Nadina G. Gaton

KRA	OBJECTIVE/S	MEANS OF VERIFICATIONS (MOVs)	RO REVIEWERS
D.1 SDO Management • Administrative	1. To properly and promptly provide personnel action (PA) and compensation	<ul style="list-style-type: none"> a. Report on the number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified (through Personnel Data System) b. Report on the number of personnel who are regularly and promptly provided with compensation (duly signed payrolls) c. Report on the users of e-feedback facility in all offices and results/ listings of feedback gathered d. Report on the number of approved appointments and deployments, other PA evaluated and recommended personnel actions e. Report on the number of vacant items that are filled-up (with increment) 	Maria Susana B. Oliveros
	2. To establish and maintain an updated, accurate, well-planned, and coordinated system for records management and general services	<ul style="list-style-type: none"> a. Printed and electronic copies of records b. Encoded data in a stand-alone computer junket to all systems c. Functional Records Management System e.g., document tracking system d. Data Information systems with the prescribed format and properly signed by authorized officials. 	Babeth B. Cruz
	3. To provide SDO units, schools, and learning centers with necessary supplies, materials, and equipment procured by DepEd	<ul style="list-style-type: none"> a. Updated Inventory of Division Assets b. Report on the schools and learning centers with updated inventory of supplies, materials, and equipment c. Report on the schools and learning centers provided with necessary supplies, materials & equipment 	Michael P. Glorial
	4. To ensure compliance to procurement laws/guidelines	<ul style="list-style-type: none"> a. Annual Procurement Plan (APP) b. Supplemental APP – 2 reports for CY 2025 c. Procurement Monitoring Report – 2 semiannual reports 	Jocelyn B. Martin

KRA	OBJECTIVE/S	MEANS OF VERIFICATIONS (MOVs)	RO REVIEWERS
		d. Annual Procurement Compliance and Performance Indicator (APCPI) e. Certificate of Early Procurement Activities	
D.2 SDO Management • Financial Management	1. To provide economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools	a. Complete financial management records submitted and acknowledged by receiving GAs b. Budgetary and Financial Reports c. Financial Management Process Flow d. Report on financial issues and concerns e. Reports on fund utilization submitted regularly. f. Liquidation Reports of Schools and LCs g. Monitoring and Evaluation (M&E) Reports h. Payroll/Disbursement Vouchers i. Financial Accountability Reports (FARs) j. Liquidation Reports of schools and Learning Centers	Laarni A. Evaristo Jeremiah V. Trinidad
D.3 SDO Management • Legal Services	1. To ensure the provision of legal advice and opinion to the Division, schools, and learning centers in relation to the performance of their functions	a. List/copy of legal advice/opinions/decisions provided	Kelvin P. Matib Omer P. Licyayo
	2. To establish and approve contracts, Memorandum of Agreements (MOA) and other partnership instruments to which the Division or any of its offices and schools is a party and implements the provisions therein	a. List of MOAs and legal instruments reviewed within the target date vs. incoming requests b. Copy of signed / approved Memorandum of Agreements (MOAs)	
	3. To ensure the continuous implementation and improvement legal services	a. Report or list of E- Certifications validated and issued/ released online b. Report on documents acted upon within the allowable time c. List of office processes introduced to improve legal services	

KRA	OBJECTIVE/S	MEANS OF VERIFICATIONS (MOVs)	RO REVIEWERS
D.4 SDO Management • ICT Systems Management	1. To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations 2. To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems 3. To provide technical support in the management of Learning Resource Management System (LRMS) 4. To coordinate with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs	a. Approved Maintenance and Monitoring Plan b. M&E Reports a. ICT plans and narrative reports signed b. List of or reports on schools and learning centers that implemented the ICT Plan a. Reports on the utilization of /access to learning resources and the LRMS a. Report on all ICT related activities b. Accomplished requests for technical/ repair assistance form	Rey M. Valenzuela Melvin C. Punzalan
E. Partnership and Linkages	1. To identify resource needs and potential and local and international donors. 2. To craft localized policies and standards for partnership building. 3. To create opportunities for partnership in relevant areas.	a. Signed MOA/MOU b. List of resource needs with the profile of potential local and international donors a. Memoranda b. Localized policies and standards for partnership building a. Signed MOAs/MOUs b. Support/Assistance received with applicable support documents (e.g., contracts, pledges)	Eduarda M. Zapanta Ramil G. Ginete

KRA	OBJECTIVE/S	MEANS OF VERIFICATIONS (MOVs)	RO REVIEWERS
	4. To establish M&E for partnership sustainability	<ul style="list-style-type: none"> a. Progress report b. M&E Tool for sustained partnership c. Organized information system 	
F. Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	<ul style="list-style-type: none"> a. Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures b. Operational document tracking system 	Almer D. Mayo
	2. To manage the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level	<ul style="list-style-type: none"> a. SDO Calendar and Targets b. PIRPA Reports 	Buenalyn M. Manuel
	3. To promote a culture of excellence, innovation, and collaboration	<ul style="list-style-type: none"> a. Documentation of recognition initiatives conducted b. CCSS rating received c. Customers' feedback report 	Nadina G. Gaton Raggine A. Yañez Jonalyn B. Pattalitan
	4. To manage the timely and accurate release of information, and communication materials	<ul style="list-style-type: none"> a. Copy of developed IEC Materials/FAQs 	Ma. Joan Paula D. Dino Blessie Angelaine T. Sotomayor
	5. To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none"> a. List of PPAs and corresponding number of capacitated staff b. Reports on performance coaching conducted c. Training Completion/Terminal Reports d. Reports on Performance Review conducted 	Jisela N. Ulpina Bryan A. Pobe Colleen Marhey R. Lacuesta