



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**  
**SCHOOLS DIVISION OF SAGAY CITY**

June 10, 2025

**DIVISION MEMORANDUM**

No. 356, s. 2025

**VALIDATION OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW  
FORM (OPCRF) OF SCHOOL HEADS FOR S.Y. 2024-2025**

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

1. In reference to DepEd Order No. 2 Series 2015, Guidelines on the Establishment of Result-Based Performance Management System (RPMS) in the Department of Education and Memorandum No. DM -OUHROD-2024-0922 Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES), this office announces the conduct of validation of the Office Performance Commitment and Review Forms of all School Heads on June 23 – July 4, 2025 at their respective district offices.
2. The Division Performance Management Team shall oversee the conduct of validation and shall recommend the approval of the OPCRf rating to the approving authority.
3. School Heads must be physically present and submit the IPCRF summary of ratings of teaching and non-teaching personnel of their respective schools during the OPCRf validation. The specific schedule will be arranged by the PSDSs. This will be coordinated with the Division PMT.
4. PMES OPCRf Templates, guidelines for the conduct of OPCRf evaluation and validation, and submission link are available at <https://bit.ly/SDOSagayPMES> or <https://sites.google.com/depd.gov.ph/sdo-sagay-pmes/home>
5. Food and snacks for the conduct of this activity shall be charged against Local Funds, subject to the usual accounting guidelines and procedures.
6. It is understood that the Equal Opportunity Principle (EOP) should be strictly observed during this activity. There shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity, political affiliation, or other personal circumstances.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.

**DANNIE CLARK M. UGUIL, CESE**  
OIC - Schools Division Superintendent



Enclosure : Division PMT Guidelines on the Conduct of the Evaluation  
References : As Stated  
No. of Pages:  
To be indicated in the **Perpetual Index** under the following subjects:



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
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Republic of the Philippines  
**Department of Education**  
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SCHOOLS DIVISION OF SAGAY CITY

**GUIDELINES IN THE CONDUCT OF EVALUATION, VALIDATION AND CALIBRATION  
OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM  
(OPCRF) OF SCHOOL HEADS S.Y. 2024-2025**

- I. The venue /district for the OPCRf evaluation and validation shall:
- ✓ Prepare one room for every KRA and OPCRf Secretariat
  - ✓ Provide 3 Printers for printing, scanning and copying and long-size bond paper.

II. The validators of the different KRAs shall be composed of the following:

SCHOOL KRAs		
KRAs	PROCESSES	Validators: PSDS with
School Leadership and Administration	1. Strategic Leadership 2. School Operations and Resources Management 3. Teaching and Learning Supervision 4. Organizational and Individual Development 5. Partnerships and Linkages	✓ Office of the Schools Division Superintendent ✓ School Governance and Operations Division ✓ Curriculum Implementation Division
Teaching and Learning Delivery	1. Curriculum Management and Standards Development 2. Learning Delivery Management and Development 3. Learning Resource Management and Development 4. Education Assessment and Research 5. Instructional Support Facilities Management	✓ Curriculum Implementation Division
Learner Formation and Development	1. Management of clinic and health services 2. Learner Support Management 3. Disaster Risk Reduction and Management 4. Child Protection Program Implementation 5. External Partnership for Program and Events	✓ School Governance and Operations Division
School Operations and Management	1. Asset Management 2. Financial Management 3. General Services Management 4. Human Resource Management and Development 5. ICT Management 6. Infrastructure Management 7. Public Affairs Management 8. Records Management 9. Procurement Management	✓ Office of the Schools Division Superintendent ✓ School Governance and Operations Division

III. School Heads are discouraged from bringing along their teaching or non-teaching personnel during the conduct of evaluation and validation.