



Republic of the Philippines
Department of Education
 Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

No. 022, s. 2026

JAN 09 2026

SUBMISSION AND CALIBRATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) INDIVIDUAL/OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF/OPCRF) OF DIVISION-BASED TEACHING-RELATED AND NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
 Chief Education Supervisors- CID and SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Consistent with the provisions of DepEd Order No. 2, s. 2015, Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office reminds all Division-based Officials and Personnel on the submission of their RPMS IPCRF/OPCRF for Fiscal Year 2025 to the Rater and Approving Authority, for appropriate evaluation, validation, and calibration thereof.
2. Validation of the corresponding Means of Verification (MOVs) and Calibration of Ratings earned in the IPCRFs shall be conducted at the Office of the Assistant Schools Division Superintendent (ASDS) Office. The presence of the ratee, rater and the approving authority during the calibration process is required. This is to emphasize the processes required in the conduct of the Performance Management System as part of streamlined procedures relative to PRIME-HRM.
3. The MOVs may be presented either in hard copy or in digital copies such as PowerPoint (PPT) or PDF format, subject to review and validation during the calibration.
4. The schedule of calibration is as follows:
 - a. January 15, 2026 – CID (PSDSs and ALS)
 - b. January 16, 2026 – CID (EPSs and LR)
 - c. January 21, 2026 – SGOD Personnel
 - d. January 22, 2026 – Finance (Budget, Accounting) BAC Personnel
 - e. January 23, 2026 – Admin (Cash, Records, HR, Gen. Services), COS
5. All concerned personnel are advised to strictly observe their designated schedule to ensure an orderly, systematic, and efficient calibration process. For updated instructions in accomplishing the RPMS-IPCRFs, please visit this link:
<https://tinyurl.com/DepEdRPMSLibrary>
6. For purposes of planning and implementation of responsive professional development programs, Part IV (Individual Development Plan) of the RPMS-IPCRF/OPCRF shall be furnished to the Human Resource Development (HRD) Section. All approved RPMS-IPCRFs shall be submitted in three (3) copies to the Records Section on or before **January 30, 2026**, for appropriate action. All copies shall be duly marked "Received" by the Records Section, with one (1) copy to be retained by the employee, one (1) copy to be furnished to the Division Head, and one (1) copy to be filed with the Records Section.
7. This Office upholds DepEd's commitment to equity and inclusivity. Accordingly, no form of discrimination shall be allowed in the conduct and recognition of this activity, regardless of age, school assignment, gender, civil status, disability, religion, or any other personal circumstances, in line with the principles of equal opportunity.
8. Immediate and wide dissemination of, and compliance with this Memorandum is desired.

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



Enclosure : As stated
 Reference : **DepEd Order No. 2, s. 2015**
 No. of Pages : 2

To be indicated in the Perpetual Index under the following subjects
PERSONNEL **PERFORMANCE REVIEW**





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Enclosure No. 1, Division Memorandum No. 023s.2026

Signing Authorities for the IPCRF/OPCRF

With reference to [DepEd Order No. 2, s. 2015](#), Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, the authorized signatories for the [IPCRF](#) and [OPCRF](#) respectively are as follows:

RATEE	RATER	APPROVING AUTHORITY
RPMS - OPCRf		
CID/SGOD Chief	ASDS	SDS
RPMS - IPCRF		
Office of the Schools Division Superintendent (OSDS)		
Administrative Officer V, Accountant III, Legal Officer, IT Officer	ASDS	SDS
Administrative Officer IV	AO V Admin	ASDS
Accounting Unit (ADAS II / III) Staff / COS	Accountant	ASDS
Administrative Services Personnel /COS	AO V Admin	ASDS
Budget Unit (ADAS/ADA) / COS	AO V Budget	ASDS
ASDS/SDS Staff	ASDS	SDS
Curriculum Implementation Division (CID)		
Chief Education Supervisor	ASDS	SDS
EPSvr/ PSDS/ LR Supervisors	CID Chief	ASDS
LR (Librarian/ PDO I) COS	LR Supervisor	CID Chief
ALS (EPS II) / COS	ALS Supervisor	CID Chief
Admin Aide / COS	CID Chief	ASDS
School Governance and Operations Division (SGOD)		
Chief Education Supervisor	ASDS	SDS
EPSvr / SEPS / PO III / Engineer III / MO III / PDO II / EPS II / PDO I/ SHN Staff	SGOD Chief	ASDS
SHN: Nurse II / Dentist II	SGOD Chief	ASDS
Admin Aide / COS	SGOD Chief	ASDS