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**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

CTRL No.: 2026-04-212 y

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

April 29, 2026

DIVISION MEMORANDUM  
No. 212, s. 2026

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 151, S. 2026  
RE: REPETITION OF THE IMPLEMENTATION OF THE RESULTS-BASED  
PERFORMANCE MANAGEMENT SYSTEM (RPMS) AND PERFORMANCE  
MANAGEMENT AND EVALUATION SYSTEM (PMES)**

To: Assistant Schools Division Superintendent  
Chiefs ES SGOD & CID  
Education Program Supervisors  
OIC-Public Schools District Supervisors  
School Heads (Elementary and Secondary)  
Section/Unit Heads  
All Others Concerned

1. Relative to Division Memorandum No. 151, s. 2026, please be informed that the Validation of the SY 2025-2026 Performance Ratings of OPCRF for School Heads is adjusted from May 5-7, 2026, to May 12-13, 2026.
2. This adjustment is due to the preparation of the 2026 Summer Remediation Program. Furthermore, please be advised of changes in the composition of the Division Performance Validation Team (DPVT) due to the official business of some members.
3. Refer to the attached Enclosure 1 for the revised validation schedule and the final list of the DPVT members.
4. The Checklist of Means of Verification (MOVs) for the OPCRF Validation of School Heads is attached as Enclosure 2.
5. To ensure a unified perspective among the validators, a briefing for the Division Performance Validation Team (DPVT) will be held on May 4, 2026, at 3:00 PM in the Division Conference Room.
6. All other provisions of the previous Memorandum remain in effect.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
OIC - Schools Division Superintendent



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**REVISED DIVISION PERFORMANCE VALIDATION TEAM (DPVT) AND SCHEDULE  
FOR SCHOOL HEADS' OPCRf VALIDATION  
May 12-13, 2026**

Date/Venue	TEAM A	TEAM B	TEAM C
<b>DPVT</b>	Leader: Jerson V. Toralde – CID Chief Asst. Leader: Claudia Marilou S. Marpuri - EPS  Members: Belen B. Pili - EPS Quennie Mae R. Salcedo – MO III Marshia N. Belen – ITO I Lourdes B. Azcarraga – AO V Ana Melba M. Bongon – EPS II Teresa Vissia B. Suñiga – PDO II Maria Lourdes B. Bayta – AO IV  Secretariat: Carl Justin I. Espinola - Adm. Asst. III Rhea Margarita S. Revina - Sr. Bkpr	Leader: Noel G. Cabaltera – SGOD Chief Asst. Leader: Rechie O. Salcedo - EPS  Members: Sahlee B. Cerillo – EPS Bea Anne P. Baroma - Attorney Jhomer I. Rosal - SEPS Laraine O. Fenis – PO III Teodoro R. Nacario, Jr. – EPS II Maribel E. Pandes – AO IV Shena A. Ampongan – AO IV  Secretariat: Shara Lyn R. Vargas – PDO I Princess V. Bitao - Adm. Asst. III	Leader: Arthur M. Ramboyong – AO V Asst. Leader: Ma. Genoviva N. Quiaño - EPS  Members: Florenia C. Toralde - EPS Salvacion E. Bermejo – Accountant III Engie Lynne H. Nagrampa – Dentist II Janet B. Ramboyong - Librarian Lydia P. Ibasco – PDO II Laila M. Trinidad – AO IV Joy M. Ibias – AO IV  Secretariat: Ronna Mae T. Baal – AO II Maryjane L. Ubongon – Adm. Asst. III
<b>May 12, 2026 AM</b> Iriga South Central School	Banao ES La Anunciacion ES Sta. Elena ES Tiriktirikan ES Santiago IS	Iriga South CS San Antonio ES Sto. Nino ES San Juan IS	La Purisima ES La Medalla ES La Trinidad ESP San Vicente Sur ES
<b>May 12, 2026 PM</b> Iriga Central School	Iriga CS ICDISS (SPED) San Agustin ES San Nicolas ES	San Isidro ES San Miguel ES San Francisco ES Sta. Cruz Sur ES	Francia ES San Jose ES Don Lazaro MMIS Salvacion IS
<b>May 13, 2026 AM</b> Iriga North Central School	Nino Jesus ES San Andres ES Sta. Cruz Norte ES San Pedro ES Tubigan ES	Cawayan ES Sagrada ES Sta. Isabel ES Sta. Teresita ES San Vicente Norte IS	Iriga North CS San Rafael ES San Ramon ES Antipolo IS Cristo Rey IS
<b>May 13, 2026 PM</b> Perpetual Help NHS	RNTVS San Francisco NHS Sta. Maria HS	San Antonio NHS San Agustin (Stand Alone) SHS Perpetual Help NHS San Pedro NHS	Sto. Niño NHS Iriga City Science HS Zeferino Arroyo HS Sagrada NHS



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**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

Enclosure No. 2 to Division Memorandum No. 212, s. 2026

**CHECKLIST of MOVs**

**OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**  
 Ver.Feb2025

OBJECTIVE/S - Weight	MEANS OF VERIFICATION	Pls check (✓) the box if MOV/s is/are evident
<b>Part I-A: COMMITMENT TO ORGANIZATIONAL OUTCOMES (60%)</b>		
1 – Led the implementation of school programs, projects, and activities based from the SIP/AIP aligned with the DEDP. (5%)	1. <i>Project Proposal</i>	
	2. <i>School Memorandum</i>	
	3. <i>Narrative Report</i>	
	4. <i>Pictorial Report</i>	
	5. <i>Work and Financial Plan</i>	
	6. <i>Program/ Invitation</i>	
	7. <i>Letters</i>	
	8. <i>AIP</i>	
	9. <i>List of PPAs Implemented</i>	
2. Implemented professional development initiatives to enhance strengths and address performance gaps among school personnel (5%)	1. L&D Completion Report (or Terminal Report)	
	2. L & D Program Delivery (or School Memo, Attendance Sheets, Pictorial Reports)	
	3. L & D Resource Package (or sample slide deck, SLE)	
	4. L & D Design (or Training Matrix)	
	5. L & D Needs Assessment Results (or Result of eSAT/ Consolidated IP-DP, SPPD)	
	6. IPBT (Induction Program for Beginning Teachers) report (only for schools with 1-3 years in service teachers)	
3. Initiated partnerships with the community, such as parents, alumni, authorities, industries, and other stakeholders, to strengthen support for learner development, as well as school and community involvement. (5%)	1. MOA/MOU supporting learners' development/	
	2. Pledge of Commitment	
	3. Deed of Donation and Acceptance.	
	4. Report of the conduct of the stakeholders' forum/summit	
	5. Documentation underscoring the impact of partnership.	
	6. Minutes of Meeting	
	7. Attendance Sheet.	
	8. Letter of Request.	
	9. Sample Program/ Invitation	
	10. Matrix of School Stakeholders	
4. Provided technical assistance to teachers in the implementation of learning standards, teaching standards, and pedagogy, as well as using assessment tools, strategies and results (10%)	1. Instructional Supervisory Plan	
	2. Sample Monthly Accomplishment Report	
	3. Accomplished COT	
	4. Accomplished Performance Monitoring and Coaching Form	
	5. Monthly Tentative Supervisory Plan	
	6. Technical Assistance Report	
	7. Record of TA Provision to Teachers	
	8. Others (annotate)	



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<b>5.</b> Managed learning resources utilization and development to support effective implementation of the curriculum <b>(5%)</b>	School Property Inventory	
	Inventory and Custodian Slip	
	Memorandum Receipt	
	Classroom Property Inventory	
	Library Resources Inventory	
	List of developed and utilized learning resources	
<b>6.</b> Utilized assessment results in developing databased interventions to maintain learner achievement and attain other performance indicators <b>(5%)</b>	1. Data-based intervention Proposal/ Intervention Plan	
	2. Data-based intervention Accomplishment/completion report	
	3. Consolidated MPL	
	4. Data on grades	
	5. Monitoring tool on progress report for quarterly grades	
	6. Performance Indicators (Promotion Rate, Graduation Rate, and Completion Rate, Dropout Rate)	
	7. Mean/PL of Quarterly Assessment	
	8. List of least mastered skills in all learning areas	
<b>7.</b> Managed a learner-friendly, inclusive and healthy learning environment <b>(4%)</b>	1. Accomplished child-friendly school system tool	
	2. Report on School mechanisms on solid waste management,	
	3. Documents on	
	4. WINS and OK sa Deped Monitoring Tools	
	5. Directory of parents and school partners (BFP, PNP, CDRRMO, CHU, BHERT, hospitals, BLGU)	
	6. Sample Health Card	
	7. Gulayan sa Paaralan Report	
	8. Learner Segmentation Report	
<b>8.</b> Managed school safety for disaster preparedness, mitigation, and resiliency to ensure continuous delivery of instruction. <b>(4%)</b>	1. Hazard Mapping Results	
	2. Contingency Plan	
	3. Report on DRRM-related activity participation	
	4. NSED reports	
	5. SBRMS Reports (regardless of source of funds)	
	6. Rabus Reports	
	7. Inventory of DRRM equipment	
<b>9.</b> Collaborated with external stakeholders to support school programs, projects, and activities for learner development <b>(2%)</b>	1. MOA/MOU supporting learners' development/	
	2. Pledge of Commitment	
	3. Deed of Donation and Acceptance.	
	4. Report of the conduct of the stakeholders' forum/summit	
	5. Documentation underscoring the impact of partnership.	
	6. Minutes of Meeting	
	7. Attendance Sheet.	
	8. Letter of Request.	
	9. Sample Program/ Invitation	
<b>10.</b> Managed school facilities and equipment in adherence to policies, guidelines and issuances on	1. Updated School Property Inventory	
	2. National School Building Inventory	
	3. Proof of School Site Ownership	
	4. Learning Resource Center	
	5. Annual School Budget highlighting repair and maintenance allocation	



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acquisition, recording, utilization, repair and maintenance, storage and disposal. (5%)	6. Accomplishment Report of Repair and Maintenance of School facilities and equipment	
	7. Report on General Clean-up drive activities	
	8. Waste Materials Report	
	9. Inventory of Unserviceable Properties	
	10. Memorandum Receipt (MRs)/ICS/AR	
	11. Logbook of utilization of Different equipment	
11. Managed staffing such as teaching load distribution and grade level and subject area assignment in adherence to laws, policies, guidelines, and issuances based on the needs of the school. (5%)	12. Others	
	1. School Form 7- School Personnel Assignment List and Basic Profile	
	2. School Memorandum of Teachers' Designations	
	3. Individual Teacher Designation	
	4. General Class Program/ Teacher's Program	
12. Communicated to the wider school community to ensure shared understanding and alignment of the school policies, programs, projects and activities.. (5%)	5. Received Designation Order and Teaching Loads	
	1. School Report Card (SRC)	
	2. Minutes of the State of the School Address (SOSA)	
	3. Minutes of the Meeting/ Conferences with the stakeholders	
	4. Proof of the use of various platforms ( <b>print</b> ) in communicating with the stakeholders	
	5. Proof of the use of various platforms ( <b>non-print</b> ) in communicating with the stakeholders	
6. List of PPAs		
<b>PART I-B: INNOVATING AND INTERVENING ACCOMPLISHMENTS (20%)</b>		
13. Implemented an innovation/ intervention/ enhancement that enable/support/ contribute to the achievement of organizational commitments (20%)	1. SIP Certification	
	2. AIP	
	3. Approved Project/ Activity Proposal	
	4. Data on Needs Results and Analysis	
	5. Duly noted/ accepted Completion Report	
14. Utilized 98% of the budget allocation in accordance with the quarterly disbursement program with no overdraft/ deficit/disallowance from oversight agency/ies (5%)	<b>For non-IUs</b>	
	1. Received Liquidation Reports	
	2. Summary of Disbursements	
	3. School Operating Budget	
	4. Monthly Disbursement Program	
15. Streamlined core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization/digitization (5%)	5. APP/ PPMP	
	1. Citizen Charter	
	2. Process Flow	
	3. Transparency Board	



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<p>16. Achieved 100% resolution and compliance rate to #8888 and CCB complaints within the prescribed processing time (simple - 3 days; complex - 7 days; highly technical - 20 days) with at least Satisfactory overall average result on the Client Satisfaction Measurement (5%)</p>	<ol style="list-style-type: none"><li>1. CSM Results</li><li>2. Sample of survey form</li></ol>	
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Checked and Verified by:

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Conforme:

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