



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
RECEIVED
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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

June 22, 2026

DIVISION MEMORANDUM
NO. 286 S. 2026

SUBMISSION OF OPCRF AND IPCRF SY 2025-2026 FOR SCHOOL BASED PERSONNEL

To: Assistant Schools Division Superintendent
School Heads, Elementary and Secondary
All Others Concerned

1. In line with the performance management requirements of the Department of Education, all public elementary and secondary schools are hereby directed to submit the Office Performance Commitment Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) for School Year 2025–2026, subject to the following guidelines:

- a. Four (4) copies of the OPCRF/IPCRF shall be submitted to the Administrative Services – Personnel Section, distributed as follows:
 - Administrative Copy – One (1) original copy; and
 - Payroll Copies – One (1) original copy and two (2) photocopies.
- b. Each school shall maintain one (1) copy of the submitted OPCRF/IPCRF for its file and reference.
- c. The deadline for submission of hard copy is on or before **Monday, July 6, 2026**. Schools are encouraged to submit ahead of the prescribed deadline to facilitate timely processing and consolidation.
- d. To ensure proper organization and easy identification of submissions, schools shall use **plastic folders** with the following color coding:
 - Central District – Green Folder
 - North District – Yellow Folder
 - South District – Red Folder
 - Secondary Schools – Blue Folder
- e. Schools offering both Elementary and Secondary levels shall prepare and submit separate folders for each level.
- f. The transmittal shall be encoded through the following link:
 - Central District
<https://tinyurl.com/CentralSY20252026Transmittal>



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Sto. Domingo, Lungsod Iriga
Iriga.city@deped.gov.ph



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- North District
<https://tinyurl.com/NorthSY2025-2026Transmittal>
 - South District
<https://tinyurl.com/SouthSY2025-2026Transmittal>
 - Secondary Schools
<https://tinyurl.com/SecondarySY20252026Transmittal>
 - Secondary Schools (Implementing Units)
<https://tinyurl.com/SecondaryIUsSY2025-2026Trans>
- g. Ensure that the updated OPCR/IPC RF format is used and fully accomplished from Part I to Part IV. All pages shall be properly numbered and arranged, with no hanging or missing pages.
- h. Ensure that all OPCR/IPC RF are duly signed by the ratee, rater, and approving authority, with the date of review properly indicated prior to submission. Unsigned, undated, or incomplete documents shall be returned for compliance.
2. For guidance and strict compliance.

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

Encls.:
None

References:
DepEd Order No. 2, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE
COMMITMENT
REVIEW



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