



Republic of the Philippines  
 Department of Education  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 265, s. 2024

**VALIDATION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR SY 2023-2024 FOR SCHOOL-BASED PERSONNEL**

To: Division Performance Management Team  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In relation to Division Memorandum No. 219, s. 2024, titled "Guidance on the Implementation of DepEd Results-Based Performance Management System (RPMS) relative to Executive Order No. 61 (s. 2024)" released on July 24, 2024, this Office announces the conduct of validation of OPCRf and IPCRF of school-based personnel.
2. The Division Performance Management Team (PMT) will be conducting the validation of the MOVs, and calibration of ratings on **September 2 to 6, 2024** at the SDO Conference Hall. Attached are the following:
  - a. Details of the Validation and Calibration;
  - b. Schedule of School Heads and Master Teachers;
  - c. Validation Tool (can also be downloaded from the link: <https://tinyurl.com/OpcrIpcrValTool> for reference and the accomplished validation tool shall be presented during the scheduled date.)
3. All elementary and secondary School Heads, Asst. Principals, Department Heads, Master Teachers, Teachers and Non-Teaching Personnel shall submit a hardcopy at the Record Section of their accomplished OPCRf/IPCRf for SY 2023-2024 and the summary of ratings and development plans/needs of personnel per school in two (2) copies (Personnel and HRD) on or before **September 30, 2024** using the attached template (Enclosure 4). The focus on the submission of the OPCR/IPCR is based on the timeline indicated in the previous memo and the uploading of Teachers' eIPCRf in the system at <https://eipcrf.deped.gov.ph>.
4. Immediate dissemination of and strict compliance to this Memorandum is desired.

*VILMA D. EDA, CESO V*  
 Schools Division Superintendent

Reference: Division Memorandum No. 219, s. 2024  
 DepEd Order No. 2, s. 2015

Enclosure: 1-Details of the Validation and Calibration  
 2-Schedule of School Heads and Master Teachers  
 3-Validation Tool  
 4-Summary of Ratings of Personnel

SGOD/gpc/OPCR/IPCR



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Enclosure 1 to Division Memorandum No. 265, s. 2024

**DETAILS OF THE VALIDATION AND CALIBRATION**

| KRA   | PMT IN CHARGE PER KRA          |
|---|--------------------------------|
| <b>1- Leading Strategically</b>                                 |                                |
| Strand 1.1 Vision, Mission, and Core Values                     | Rodrigo Q. Reyes, Jr.          |
| Strand 1.2 School Planning and Implementation                   | Gloria P. Cabotaje             |
| Strand 1.7 Monitoring and Evaluation Processes and Tools        | Rodrigo Q. Reyes, Jr.          |
| <b>2- Managing School Operations and Resources</b>              |                                |
| Strand 2.1 Records Management                                   | Gloria P. Cabotaje             |
| Strand 2.2 Financial Management                                 | Christopher Michael T. Gasmen  |
| Strand 2.3 School Facilities and Equipment                      | Atty. Kim R. Tagorda           |
| Strand 2.4 Management of Staff                                  | Atty. Kim R. Tagorda           |
| <b>3 - Focusing on Teaching and Learning</b>                    |                                |
| Strand 3.2 Teaching Standards and Pedagogies                    | Ana A. Castor/Editha C. Bagcal |
| Strand 3.4 Learner Achievement and other performance indicators | Ana A. Castor/Editha C. Bagcal |
| Strand 3.5 Learning Assessment                                  | Ana A. Castor/Editha C. Bagcal |
| Strand 3.6 Learning Environment                                 | Gloria P. Cabotaje             |
| <b>4 - Developing Self and Others</b>                           |                                |
| Strand 4.4 Performance Management                               | Ana A. Castor/Editha C. Bagcal |
| Strand 4.5 Professional Development of School Personnel         | Rodrigo Q. Reyes, Jr.          |
| <b>5 -Building Connections</b>                                  |                                |
| Strand 5.2 Management of school organizations                   | Gloria P. Cabotaje             |
| Strand 5.3 Inclusive Practice                                   | Gloria P. Cabotaje             |
| Strand 5.4 Communication  | Atty. Kim R. Tagorda           |
| Strand 5.5 Community Engagement                                 | Rodrigo Q. Reyes, Jr.          |



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Enclosure 2 to Division Memorandum No. 265, s. 2024

**SCHEDULE OF SCHOOL HEADS, ASST. PRINCIPAL, DEPARTMENT HEADS  
 AND MASTER TEACHERS**

| Date   | Time            | School  |
|--|-----------------|---|
| <b>School Heads, Asst. Principal, Department Heads</b> |                 |   |
| September 2, 2024<br>(Monday)                          | 9:00 – 12:00 PM | Cluster I (VCS, TES, SPBES, BPES, GESMES, MES, VNHSW)   |
|  | 1:30 – 5:00 PM  | Cluster III (NES, CCES, CAMES, RES, RPES, BMSE, VNHSE)  |
| September 3, 2024<br>(Tuesday)                         | 8:30 – 12:00 PM | Cluster II (APES, CAPES, PES, BMSW, JSES, SJES, ISNHS)  |
|  | 1:30 – 5:00 PM  | ISNHS Department Heads                                  |
| <b>Master Teachers</b>                                 |                 |   |
| September 4, 2024<br>(Wednesday)                       | 8:30 – 12:00 PM | Cluster I (VCS, TES, SPBES, BPES, GESMES, MES)          |
|  | 1:30 – 5:00 PM  | Cluster II (APES, CAPES, PES, BMSW, JSES, SJES)         |
| September 5, 2024<br>(Thursday)                        | 8:30 – 12:00 PM | Cluster III (NES, CCES, CAMES, RES, RPES, BMSE)         |
|  | 1:30 – 5:00 PM  | Secondary Schools (VNHSW, VNHSE, ISNHS-SHS)             |
| September 6, 2024<br>(Friday)                          | 8:30 – 12:00 PM | Secondary Schools (ISNHS -AP, English, Filipino, MAPEH) |
|  | 1:30 – 5:00 PM  | Secondary Schools (ISNHS-ESP, Math, Science, TLE)       |



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Enclosure 4 to Division Memorandum No. 265, s. 2024

OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (OPCR/IPCR)  
**SUMMARY OF RATINGS AND DEVELOPMENT NEEDS/PLANS**

Calendar/School Year: \_\_\_\_\_

School: \_\_\_\_\_

| No. | Name of Personnel | Position | Numerical Rating | Descriptive Rating | Development Needs/Plans (Part IV) |
|-----|-------------------|----------|------------------|--------------------|-----------------------------------|
| 1   |                   |          |                  |                    |                                   |
| 2   |                   |          |                  |                    |                                   |
| 3   |                   |          |                  |                    |                                   |

Prepared by:

Reviewed and Certified Correct by:

\_\_\_\_\_  
 Name and Position  
 Date:

\_\_\_\_\_  
 School Head  
 Date:



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