



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

**DIVISION MEMORANDUM**

No. 35, s. 2025

**EXTENSION ON THE VALIDATION SCHEDULE OF THE OPCR/IPCR OF SCHOOLS DIVISION OFFICE-BASED PERSONNEL**

To: Division Performance Management Team  
 Chief Education Supervisors  
 Unit and Section Heads  
 All Others Concerned

1. Consistent with Division Memorandum No. 13 and 25, s. 2025, Office Performance Management Timeline for CY 2024 of Schools Division Office-Based Personnel, this office issues the schedule of the extension on the validation of the OPCR/IPCR:

Task/Activity	SDO Personnel Concerned	Schedule
Validation of OPCR/IPCR to the Division PMT	CID EPSs, and Personnel with Outstanding rating	January 27, 2025 Time: 1:00 PM – 5:00 PM
	SGOD EPS, Section/Unit Heads and Personnel with Outstanding rating	January 28, 2025 Time: 8:00 AM- 12:00 NN
	AOV, Accountant, Budget Officer, other AOIVs, and Personnel with Outstanding rating	January 28, 2025 Time: 1:00 PM- 5:00 PM

2. It is reminded that the accomplished OPCR/IPCR Validation tool and MOVs shall be presented during the validation. Furthermore, a summary of the ratings of personnel per functional division in one (1) copy shall be submitted.

3. Immediate dissemination of and strict compliance to this Memorandum is desired.

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

SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY  
 24 JAN 2025  
 RELEASED  
 BY: [Signature]

Reference: Division Memorandum No. 13 and 25, s. 2025  
 Enclosure:  
 SGOD/gpc/OPCR/IPCR



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