



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

**DIVISION MEMORANDUM**

No. 74, 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. In line with Division Memorandum Nos. 35, 13 and 25, s. 2025 on the Office Performance Management Timeline for CY 2024 of Schools Division Office-Based Personnel, this office announces the extension of the validation of the OPCR/IPCR by the Division PMT to be held on February 19, 2025 at 8:30 AM at the SDO Mini Conference Hall:

Task/Activity	SDO Personnel Concerned
Validation of OPCR/IPCR to the Division PMT	Section/Unit Heads and other Personnel with Outstanding Rating who have not yet undergone the Performance Validation

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

Reference: Division Memorandum No. 35, 13 and 25, s. 2025  
 Enclosure:

SGOD/gpc/OPCR/IPCR



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
 Telephone No: (077) 722-20-23 / (077) 632-05-33  
 Email Address: vigan.city@deped.gov.ph  
 Website: [www.depedviganacity.com](http://www.depedviganacity.com)

Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)

