



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

DIVISION MEMORANDUM

No. 172, s. 2025

REMINDER ON THE SUBMISSION OF 2024 OPCR/IPCR RATING AND 2025 OPCR AND IPCR PLAN, IMPLEMENTATION PLAN AND M&E PLAN

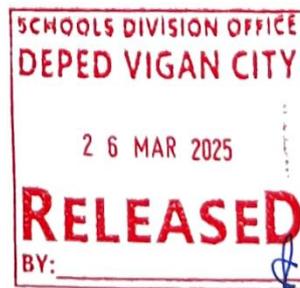
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
All Others Concerned

1. In connection with Division Memorandum No. 91, s. 2025, titled *Submission of 2025 OPCR and IPCR Plan, Implementation Plan and M & E Plan*, issued on February 27, 2025, and Division Memorandum Nos. 25, 35 & 74 s. 2025, concerning the *Schedule of Validation of the OPCR/IPCR of SDO-Based Personnel*, this office reminds all concerned SDO Personnel who have not yet submitted their 2024 OPCR/IPCR rating, 2025 OPCR/IPCR Plan, and Implementation Plan and M&E Plan.
2. SDO personnel with pending or incomplete submissions, as well as those without approved performance reports, are required to complete their submissions on or before **March 31, 2025**. This serves as the final notice for compliance.
3. Attached is the summary status of submissions for the 2024 OPCR/IPCR rating, 2025 OPCR/IPCR Plan, Implementation Plan and M&E Plan of SDO Personnel as of March 21, 2025 (Enclosure 1).
4. Immediate dissemination of and strict compliance to this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: Division Memorandum No. 91, 2025,
Division Memorandum Nos. 25, 35 & 74 s. 2025
Enclosure: Annex 1

SGOD/gpc/OPCR.IPCR



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**SUMMARY STATUS OF SUBMISSIONS FOR THE 2024 OPCR/IPCR RATING,
2025 OPCR/IPCR PLAN, IMPLEMENTATION PLAN AND M & E PLAN**

| FUNCTIONAL DIVISION | 2024 | | 2025 | | Implementation Plan & M&E Plan |
|---------------------|----------------|--------------------------|------------------|-------------------|--------------------------------|
| | OPCRF | IPCRF | OPCRF | IPCRF | |
| CID | 1 approved | 15 approved | 1 for revision | 1 approved | 1 for approval |
| | | | | 13 no submissions | 14 no submissions |
| | | | | | |
| SGOD | 1 for revision | 7 approved | 1 no submissions | 1 approved | 1 approved |
| | | 4 for revisions | | 6 for revisions | 1 for revisions |
| | | 3 no submissions | | 6 no submissions | 11 no submission |
| OSDS | | | | | |
| Accounting | | 8 approved | | 5 for revisions | 1 no submissions |
| | | 1 no submissions | | 1 no submissions | |
| Budget | | 2 approved | | 1 approved | 1 approved |
| | | | | 1 no submissions | |
| Cash | | 3 approved | | 2 for revisions | 1 for revisions |
| Supply | | 1 pending ASDS signature | | 2 no submissions | 1 no submissions |
| | | 2 no submissions | | | |
| Records | | 3 approved | | 1 approved | 1 for approval |
| | | | | 1 for revisions | |
| IT | | 2 approved | | 2 for revisions | 1 no submissions |
| Payroll | | 3 approved | | 1 approved | n/a |
| | | | | 1 for revisions | |
| | | | | 1 no submissions | |
| Personnel | | 4 approved | | 2 approved | 1 for review |
| | | | | 1 for review | |
| | | | | 1 no submissions | |
| Administrative | | 1 approved | | 1 approved | 1 no submissions |
| | | 1 for resubmissions | | 1 no submissions | |
| BAC | | 1 no submissions | | 1 for revisions | n/a |
| ASDS | | 1 approved | | 1 approved | n/a |
| SDS | | 1 approved | | 1 approved | n/a |
| General Services | | 2 approved | | 2 approved | n/a |