



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

DIVISION MEMORANDUM

No. 396, s. 2025

**ATTENDANCE TO THE VIRTUAL REORIENTATION ON THE
INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING
AND ASSESSMENT FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 817, s. 2025, titled "*Virtual Reorientation on the Interim Guidelines for the Office Performance Planning and Assessment for School Heads*", all concerned personnel are hereby informed of the scheduled reorientation on **July 8, 2025**, to be conducted virtually via **Microsoft Teams**.
2. The orientation aims to discuss in detail the *Interim Guidelines on Office Performance Planning and Assessment for FY 2024 Onwards*, and emphasize the integration and translation of DepEd's Organizational Outcomes into measurable office performance targets.
3. The Division Performance Management Team (DPMT), all School Heads and Assistant School Principals are expected to attend the orientation. The composition of the Division is provided in the attached Enclosure for reference.
4. All SDO-based DPMT members are requested to convene at the SDO mini-conference room to attend the session as a group.
5. Pre-activity registration is required for all online participants via this link: <https://bit.ly/OPCRF2025SchoolHeads>. The Microsoft meeting link will be provided upon successful completion of registration.
6. All concerned personnel are enjoined to read and familiarize themselves with the contents of Division Memorandum No. 260, s. 2025 to ensure alignment with the additional guidance on the implementation of PMES.
7. Immediate and wide dissemination of this memorandum is highly encouraged.

Annie D. Pongla
VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: Division Memorandum No. 377, s. 2025
Enclosure: Regional Memorandum No. 817, s. 2025
Division Memorandum No. 260, s. 2025

SGOD/gpc/RPMS



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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Republic of the Philippines
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REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 36, s. 2025

**RECONSTITUTING THE SCHOOLS DIVISION OFFICE PERFORMANCE
MANAGEMENT TEAM AND GRIEVANCE COMMITTEE ON ISSUES PERTAINING
TO RESULTS BASED MANAGEMENT SYSTEM (RPMS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Civil Service Commission (CSC) issued Memorandum Circular no. 06, series of 2012, which mandates the establishment and implementation of the Strategic Performance Management System across all government agencies.
2. As a learner centered institution, the Department of Education (DepEd) adopted the SPMS to strengthen its commitment to continuous improvement and to better serve Filipino learners through DepEd Order No. 02, s. 2015.
3. In line with DepEd Order No. 02, s. 2015 titled "Guidelines on the Establishment and Implementation of the Results Based Performance Management System (RPMS)," below is the reconstituted composition of the Schools Division Office Performance Management Team and the Grievance Committee for addressing RPMS-related concerns is outlined below:

DIVISION PERFORMANCE MANAGEMENT TEAM	
CHAIRPERSON:	Annie D. Pagdilao, EdD, CESO VI Assistant Schools Division Superintendent
MEMBERS:	
Planning Officer III	Gloria P. Cabotaje Planning Officer III
Accountant III	Christopher Michael T. Gasmen Accountant III
Administrative Services	Atty. Kim R. Tagorda Administrative Officer V
Education Program Supervisor	Susiemar M. Rapisura Education Program Supervisor-SGOD
Principal Representative (Elementary: PESPA)	Dr. Ana A. Castor Principal, Nagsangalan Elementary School
Principal Representative (Secondary: NAPSSHI)	Editha C. Bagcal Principal, Ilocos Sur National High School



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SCHOOLS DIVISION OF VIGAN CITY

Elementary Teacher Association Representative	Crispulo V. Arquero III Master Teacher I, Tamag Elementary School
NEU-Division Chapter Representative	Mary Joy P. Suero Administrative Officer V (Budget)
OBSERVER: PTA Division Federation Representative	Authorized Representative
SECRETARIAT: Administrative Office	Clarence E. Pe Benito Administrative Aide VI

GRIEVANCE COMMITTEE ON ISSUES PERTAINING TO RPMS	
CHAIRPERSON:	VILMA D. EDA, CESO V Schools Division Superintendent
MEMBERS:	
Legal Officer	Cherry Joy D. Garma SEPS, Legal Officer Designate
HRMO	Greatest Yeng C. Molina Administrative Officer IV
Education Program Supervisor	Elsie C. Amorin Education Program Supervisor
Accountant	Christopher Michael T. Gasmen Accountant III
PESPA representative	Nora P. Paroligan Principal, Vigan Central School
NEU	Daisy A. Ancheta Administrative Officer IV (Cashier)

- All other issuances which are inconsistent with these guidelines are hereby repealed or modified accordingly.
- This memorandum shall take effect immediately upon the issuance.
- Immediate dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure:
Reference: DepEd Order No. 02 s. 2015

gpc/pmt composition
/January 24, 2025

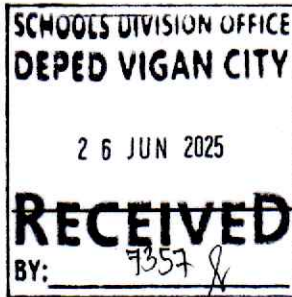


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Department of Education
REGION I



REGIONAL MEMORANDUM

No. 817 s. 2025

VIRTUAL REORIENTATION ON THE INTERIM GUIDELINES FOR THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR SCHOOL HEADS

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Concerned Personnel

1. This Office, through the Human Resource Development Division, shall conduct a **Virtual Reorientation on the Interim Guidelines for the Office Performance Planning and Assessment for School Heads** via **Microsoft Teams** on the following schedules:

Schools Division Offices	Schedule
Alaminos City and Batac City,	July 7, 2025 AM
Candon City, and Dagupan City	July 7, 2025 PM
Laoag City and San Carlos City	July 8, 2025 AM
San Fernando City, Urdaneta City, and Vigan City	July 8, 2025 PM
Ilocos Norte	July 9, 2025 AM
Ilocos Sur	July 9, 2025 PM
La Union	July 10, 2025 AM
Pangasinan I	July 10, 2025 PM
Pangasinan II	July 11, 2025 AM

2. This activity aims to:
- Discuss in detail the *Interim Guidelines on Office Performance Planning and Assessment for FY 2024 Onwards* and the salient features and parts of the new OPCR Form;
 - Discuss and emphasize the importance of the integration and translation of DepEd's Organizational Outcomes and priorities into tangible office performance targets; and
 - Provide further guidance and clarifications to possible issues and concerns on the implementation of the interim guidelines and the use of the new OPCR Form.
3. The expected participants to this activity are the School Heads, Assistant School Principals, and Division RPMS Focal Persons.



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11/18/2024	Page	1 of 2



4. Pre-activity registration of online participants is requested through this link: <https://bit.ly/OPCRF2025SchoolHeads>. The online meeting link shall be provided only upon completion of pre-registration.
5. For more information and other concerns, please contact the **Human Resource Development Division** at hrdd.region1@deped.gov.ph or call 072-682-2324 local 122.
6. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO
Director IV

Encl.: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

PERFORMANCE

ORIENTATION

HRDD/rm/RM_ReorientationOPCRF2025
June 23, 2025



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