



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 550, s. 2025

VALIDATION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR SY 2025-2026 FOR SCHOOL-BASED PERSONNEL

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

1. Pursuant to Division Memorandum No. 377, s. 2025, titled "*Reiteration on the Submission of the Office/Individual Performance Commitment and Review with Rating (OPCR/IPCR) for SY 2024-2025 and OPCR/IPCR Plan SY 2025-2026 for School-Based Personnel*", and Division Memorandum No. 260, s. 2025, titled "*Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES)*" released on May 9, 2025, this Office announces the conduct of validation of OPCRf and IPCRF of school-based personnel.
2. The Division Performance Management Team (PMT) will validate the Means of Verification (MOVs) and calibrate ratings on **August 27-29 to September 1-2, 2025**, at the SDO Conference Hall. Attached for reference are the following:
 - a. Schedule of submission of validated OPCR/IPCR
 - b. Details of the Validation of the PMT In-charge per KRA;
 - c. Schedule of Validation;
 - d. Validation Tool (may also be downloaded from the link: <https://tinyurl.com/OpcrIpcrValTool>; the accomplished validation tool must be presented during the scheduled date);
 - e. Summary of Ratings of Personnel
3. Immediate dissemination of this Memorandum and strict compliance with its provisions is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: Division Memorandum No. 377, s. 2025
Division Memorandum No. 260, s. 2025
Enclosure: 1- Schedule of submission
2- Details of the Validation
3 - Schedule of validation
4 -Validation Tool
5 -Summary of Ratings of Personnel
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.depedvigancity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

Enclosure 1 to Division Memorandum No. _____, s. 2025

**SCHEDULE OF SUBMISSION FOR THE OPCR/ IPCR OF SCHOOL HEADS,
 ASST. PRINCIPALS, DEPARTMENT HEADS AND MASTER TEACHERS**

Task/Activity	School-based Personnel Concerned	Number of copies	Submission date
2024-2025 Validated OPCR/IPCR with Rating	<ul style="list-style-type: none"> • School Heads • Assistant Principals • Department Heads • Master Teachers 	2 copies: SGOD and School file (approved)	On or before September 5, 2025
2024-2025 Summary of Ratings and development plans/needs		2 copies: Personnel and HRD	
2025-2026 OPCR/IPCR Plan	<ul style="list-style-type: none"> • School Heads 	1 copy: SGOD	
Uploading/Reuploading of validated 2024-2025 IPCR with Rating in the official portal	<ul style="list-style-type: none"> • Master Teachers • Teachers I-III 	https://eipcrf.deped.gov.ph	On or before September 15, 2025



Address: Mena Crisolago 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.depedvigancity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

Enclosure 2a to Division Memorandum No. _____, s. 2024

DETAILS OF THE KEY RESULT AREAS (KRA) VALIDATION FOR SCHOOL HEADS

SCHOOL KEY RESULT AREAS (compendium v.3)	PMT IN CHARGE PER KRA
1- SCHOOL LEADERSHIP AND ADMINISTRATION	
Process 1.a Strategic Leadership	Editha C. Bagcal/ Ana A. Castor/ Crispulo Arquero III
Process 1.b School Operations and Resources Management	
Process 1.c Teaching and Learning Supervision	
Process 1.d Organizational and Individual Development	
Process 1.e Partnerships and Linkages	
2- TEACHING AND LEARNING DELIVERY	
Process 2.a Curriculum Management and Standards Development	Ana A. Castor/ Editha C. Bagcal/ Crispulo Arquero III
Process 2.b Learning Delivery Management and Development	
Process 2.c Learning Resource Management and Development	
Process 2.d Education Assessment and Research	
Process 2.e Instructional Support Facilities Management	
3 - Focusing on Teaching and Learning	
Process 3.a Management of Clinic and Health Services	Susiemar M. Rapisura/ Gloria P. Cabotaje
Process 3.b Learner Support Management	
Process 3.c Disaster Risk Reduction and Management	
Process 3.d Child Protection Program Implementation	
Process 3.e External Partnership for Program and Events	
4 - Developing Self and Others	
Process 4.a Asset Management	Christopher Michael T. Gasmen
Process 4.b Financial Management	Mary Joy P. Suero
Process 4.c General Services Management	Atty. Kim R. Tagorda
Process 4.d Human Resource Management and Development	Atty. Kim R. Tagorda
Process 4.e ICT Management	Gloria P. Cabotaje
Process 4.f Infrastructure Management	Atty. Kim R. Tagorda
Process 4.g Public Affairs Management	Atty. Kim R. Tagorda
Process 4.h Records Management	Atty. Kim R. Tagorda
Process 4.i Procurement Management	Christopher Michael T. Gasmen/ Mary Joy P. Suero



Address: Mena Crisolago 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.depedvigancity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

Enclosure 2b to Division Memorandum No. _____, s. 2025

**DETAILS OF THE VALIDATION FOR
 ASSISTANT PRINCIPALS and DEPARTMENT HEADS**

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

DETAILS OF THE VALIDATION FORMASTER TEACHERS

KRA	PMT IN CHARGE PER KRA
1- Content Knowledge and Pedagogy	Ana A. Castor/Editha C. Bagcal/Crispulo V. Arquero III
2- Learning Environment and Diversity of Learners	
3 – Curriculum Planning and Assessment	
4 – Developing Self and Others	Susiemar M. Rapisura
5 – Personal Growth and Professional Development	Atty. Kim R. Tagorda/ Susiemar M. Rapisura



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.depedvigancity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

Enclosure 3 to Division Memorandum No. _____, s. 2025

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

Date	Time	School
School Heads, Asst. Principal, Department Heads		
August 27, 2025 (Wednesday)	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)
August 28, 2025 (Thursday)	8:30 – 12:00 PM	Cluster II (APES, CAPES, PES, BMSW, JSES, SJES, ISNHS)
	1:30 – 5:00 PM	ISNHS Department Heads
Master Teachers		
August 29, 2025 (Friday)	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 1, 2025 (Monday)	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 2, 2025 (Tuesday)	8:30 – 12:00 PM	Secondary Schools (ISNHS -AP, English, Filipino, MAPEH)
	1:30 – 5:00 PM	Secondary Schools (ISNHS-ESP, Math, Science, TLE)



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

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

Enclosure 5 to Division Memorandum No. _____, s. 2025

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)	DTS No.
1						
2						
3						

Prepared by:

Reviewed and Certified Correct by:

 Name and Position

Date:

 School Head

Date:



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

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM

