

Republic of the Philippines Department of Education REGION I

SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. ______ s. 2025

VALIDATION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) OF TEACHERS I-III INCLUDING ALS, SNED, SSE AND SCHOOL-BASED NON-TEACHING PERSONNEL WITH OUTSTANDING RATING FOR SY 2024-2025

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

- 1. Pursuant to DepEd Memorandum No. 17, s. 2025, titled "Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the SY 2024-2025", 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 IPCRF of teachers I-III and school-based non-teaching personnel with outstanding rating.
- 2. The Division Performance Management Team (PMT) will validate the Means of Verification (MOVs) and calibrate ratings on **September 18-19, 22 & 23, 2025**, at the SDO Conference Hall. Attached for reference are the following:
 - a. schedule of submission of validated IPCR
 - b. schedule of Validation:
 - validation Tool (may also be downloaded from the link: <u>https://tinyurl.com/OperIperValTool</u>; the accomplished validation tool must be presented during the scheduled date); and
 - d. 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: DepEd Memorandum No. 17, s. 2025 Division Memorandum No. 260, s. 2025

Enclosure: 1- Schedule of submission

2 - Schedule of validation

3 -Validation Tool

4 -Summary of Ratings of Personnel

SGOD/gpc/OPCR.IPCR



1 2 SEP 2025

RELEASED







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Republic of the Philippines Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

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

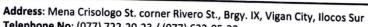
SCHEDULE OF SUBMISSION FOR THE IPCRF OF TEACHERS I-III AND NON-TEACHING PERSONNEL

Task/Activity	School-based Personnel Concerned	Number of copies	Submission date
2024-2025 Validated IPCR with Rating	Teachers I Teachers II	2 copies School file (approved)	
2024-2025 Summary of Ratings and development plans/needs	Teachers III Including that of similar rank that teach under the ALS, SNED, SSE	2 copies (Personnel and HRD)	On or before September 26, 2025
Uploading/Reuploading of validated 2024-2025 IPCR with Rating in the official portal	Master Teachers Teachers I-III	https://eipcrf.deped. gov.ph	









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Republic of the Philippines Department of Education **REGION I**

SCHOOLS DIVISION OF VIGAN CITY

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

SCHEDULE OF VALIDATION FOR TEACHERS I-III INCLUDING ALS, SNED, SSE AND NON-TEACHING PERSONNEL WITH OUTSTANDING PERFORMANCE RATING

Date	Time	School
SECONDARY SCHOOL	LS (Teaching and N	Von-Teaching)
September 18, 2025 (Thursday)	8:30 – 12:00 PM	ISNHS
	1:30 - 5:00 PM	ISNHS
September 19, 2025 (Friday)	8:30 – 12:00 PM	ISNHS
	1:30 - 5:00 PM	ISNHS
ELEMENTARY SCHOOL	OLS (Teaching and	Non-Teaching)
September 22, 2025 (Monday)	8:30 – 12:00 PM	Cluster III (NES, CCES, CAMES, RES, RPES, BMSE)
	1:30 - 5:00 PM	Cluster II (APES, CAPES, PIS, BMSW, JSES, SJES)
September 23, 2025 (Tuesday)	8:30 – 12:00 PM	Cluster I (VCS, TES, SPBES, BPES, GESMES, MES)
	1:30 - 5:00 PM	ALS Teachers (CLCs) VNHSE and VNHSW









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Republic of the Philippines

Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

> **VALIDATION TOOL IPCRF SY 2024-2025**

DIVISIONA	INIT/SECTI	ION/SCHOOL :

ION/UNIT/SECTION/S	OHOOL.				NAME OF RATE			- D-#-			A	et of Evidence	
KRA	%	OBJECTIVE	TARGET ACCOMPLISHMENT	ACTUAL ACCOMPLISHMENT	MOV(s)			e Rating			Assessment of Evidence		REMARKS
NA .	76	OBJECTIVE	TARGET ACCOMPLISHMENT	ACTUAL ACCOMPLISHMENT	Submitted	Q	E	Т	Ave	Score	Sufficient	Not Sufficient	
				*									
					1								
					-		-						
				-	-		-						
						-							
	0.00%		•										•

Assessed	 4	DIAT

SUSIEMAR M. RAPISURA PMT Member

GLORIA P. CABOTAJE

PMT Member

PMT Member EDITHA C. BAGCAL PMT Member

ATTY. KIM R. TAGORDA

CHRISTOPHER MICHAEL T. GASMEN **PMT Member**

ANA A. CASTOR PMT Member

MARY JOY P. SUERO PMT Member

CRISPULO V. ARQUERO III PMT Member

Overall Rating (Self) Description:

☐ Re-evaluation of rater

Recommendation:

Recommendation: □Approval ☐ Submission of additional Evidences

Overall Rating (Agreed)

ANNIE D. PAGDILAO, EdD **PMT Chairman**

☐ Approval ☐ Submission of additional Evidences

☐ Re-evaluation of rater



Republic of the Philippines Department of Education **REGION I**

SCHOOLS DIVISION OF VIGAN CITY

Enclosure 4 to Division Memorandum No. _____, s. 2025

Calendar/School Year: _____

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) SUMMARY OF RATINGS AND DEVELOPMENT NEEDS/PLANS

School	1:		-			
No.	Name of Personnel	Position	Numerical Rating	Descriptive Rating	Development Needs/Plans (Part IV)	DTS No.
1		Automorphism	District Control			

Prepared by:	Reviewed and Certified Correct by:
Name and Position	School Head
Date:	Date:









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