



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 679 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:

- schedule of submission of validated IPCR
- schedule of Validation;
- validation Tool (may also be downloaded from the link: <https://tinyurl.com/OpcrIpcrValTool>; the accomplished validation tool must be presented during the scheduled date); and
- summary of Ratings of Personnel

3. Immediate dissemination of this Memorandum and strict compliance with its provisions is desired.

Vilma D. Eda
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



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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 - Teachers III Including that of similar rank that teach under the ALS, SNED, SSE	2 copies School file (approved)	On or before September 26, 2025
2024-2025 Summary of Ratings and development plans/needs		2 copies (Personnel and HRD)	
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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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 SCHOOLS (Teaching and Non-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 SCHOOLS (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





VALIDATION TOOL
IPCRF SY 2024-2025

NAME OF RATEE:

[illegible]

Recommendation:

☐ Approval

☐ Submission of additional Evidences

☐ Re-evaluation of rater



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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (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:



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