



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

2512-1350

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 971, s. 2025

**OFFICE PERFORMANCE MANAGEMENT TIMELINE FOR SY 2026-2027 FOR
SCHOOL-BASED PERSONNEL AND CY 2026 OF SCHOOLS DIVISION
OFFICE (SDO-BASED) PERSONNEL**

To: Assistant Schools Division Superintendent
Division Performance Management Team and Sub-Committee
Chief Education Supervisors
Unit and Section Heads
School Performance Management Team
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015, titled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", and Memorandum DM-OUHROD-2025-0922, titled "Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES)", this office issues the attached timeline of the Office Performance Management (Enclosure 1).
2. A summary of the ratings of personnel per functional division and schools in two (2) copies for Personnel and Planning unit shall be submitted using the attached template (Enclosure 2).
3. Immediate dissemination of and strict compliance to this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 2, s. 2015
Enclosure: 1-The Office Performance Management Timeline for 2026
2-OPCR/IPCR Summary of Ratings

SGOD/gpc/OPCR/IPCR



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

The Office Performance Management Timeline in DepEd For 2026

RPMS Cycle Phase	Task/Activity	Schedule		No. of copies
		SDO Personnel	School	
PHASE 1 Performance Planning and Commitment	• Target and Commitment Setting	December 26, 2025 (CY 2026)	May 22, 2026 (SY 2026-2027)	
	• Initial Office/School and Individual Development Planning			
	b. Submission of Implementation and M & E Plans	January 30, 2026 (CY 2026)	May 29, 2026 (SY 2026-2027)	
PHASE 2 Performance Monitoring and Coaching	•Performance Monitoring	1st Quarter: March, 2026 2nd Quarter: June, 2026 3rd Quarter: September, 2026 4th Quarter: December, 2026	1st Quarter: August, 2026 2nd Quarter: November, 2026 3rd Quarter: February, 2027 4th Quarter: May, 2027	
	•Accomplishment of PMCF and provision of L & D interventions	January - December 2026	June 2026 - May 2027	
PHASE 3 Performance Review and Evaluation	•Quarterly Review and Assessment (Division/School PIRPA) •Validation of MOVs •Recalibration of targets/ratings	1st Quarter: April 7-8, 2026 2nd Quarter: July 8-9, 2026 3rd Quarter: October 7-8, 2026 4th Quarter: January 20-21, 2027	1st Quarter: September 10-11, 2026 2nd Quarter: December 10-11, 2026 3rd Quarter: March 11-12, 2027 4th Quarter: June 10-11, 2027	
	•Year-End Performance Assessment (Year-End Division/School PIRPA)	January 20-21, 2026 (CY 2025) January 19-20, 2027 (CY 2026)	June, 2026 (SY 2025-2026) June, 2027 (SY 2026-2027)	
PHASE 4 Performance Rewarding and Development	•Finalization of the Office/School and Individual Development Plans	December 23, 2026 (CY 2026)	May 31, 2027	2 (PMT Secretariat and Ratee)
	•Submission of signed OPCR/IPCR with rating			
	a.1. 2025 OPCR/IPCR of SDO	January 30, 2026 (CY 2025)		
	a.2. 2026 OPCR/IPCR of SDO	January 29, 2027 (CY 2026)		
	b. OPCR of School Heads and IPCR of Teachers - SY 2025-2026		June 30, 2026 (SY 2025-2026)	
b. OPCR of School Heads and IPCR of Teachers - SY 2026-2027		June 30, 2027 (SY 2026-2027)		



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

OFFICE/INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (OPCR/IPCR)
SUMMARY OF RATINGS

Calendar/School Year: _____
 Functional Division/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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