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

12 MAY 2026

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 357, s. 2026

**CONDUCT OF VALIDATION OF PERFORMANCE OF SCHOOL HEADS/
ASST. PRINCIPALS/DEPARTMENT HEADS FOR SY 2025-2026**

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

1. In accordance with 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 announces the conduct of the Validation of Performance for School Heads, Assistant Principals, and Department Heads for SY 2025-2026. This activity aims to assess and validate performance accomplishments aligned with their respective Key Result Areas (KRAs).
2. The Division Performance Management Team (PMT) shall conduct the validation of performance on **May 18-19, 2026** at the SDO Conference Hall.
3. The schedule of validation is attached as Enclosure No. 1. The accomplished Validation Tool, shall be presented during the scheduled date in two (2) printed hardcopies, which may be downloaded through the link: <https://tinyurl.com/OPCRIPCRTemplateTool>.
4. This Memorandum shall serve as the official locator slip for school participants attending the said activity. **No proxies** shall be allowed.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/gpc/OPCR
5.07.2026



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

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

SCHEDULE OF FOR THE CONDUCT OF VALIDATION OF PERFORMANCE OF SCHOOL HEADS/ASST. PRINCIPALS/DEPARTMENT HEADS FOR SY 2025-2026

Date	Time	School/Office
SCHOOL HEADS, ASST. PRINCIPALS, DEPARTMENT HEADS		
Covering Period: June 2025 to March 2026 (1st Quarter to 4th Quarter)		
May 18, 2026 (Monday)		<i>Career Stage 1 (P1, Asst. Principal, HT)</i>
	8:30 AM	CAPEP
	9:00 AM	CAMES
	9:30 AM	APES
	10:00 AM	GESMES
	10:30 AM	JSES
	11:00 AM	MES
	11:30 AM	PIS
	1:30 PM	RES
	2:00 PM	RPES
	2:30 PM	SJES
	3:00 PM	SPBES
	3:30 PM	TES
	4:00 PM	VNHSW
	4:30 PM	ISNHS – SHS -Asst. Principal
	4:45 PM	ISNHS – JHS -Asst. Principal
May 19, 2026 (Tuesday)		<i>Career Stage 1 (Head Teacher)</i>
	8:30 AM	ISNHS – JHS - Filipino
	9:00 AM	ISNHS – JHS – English
	9:30 AM	ISNHS – JHS – Science
	10:00 AM	ISNHS – JHS – Mathematics
	10:30 AM	ISNHS – JHS – Araling Panlipunan
	11:00 AM	ISNHS – JHS – TLE/EPP
	11:30 AM	ISNHS – JHS – MAPEH
	11:45 AM	ISNHS – JHS – EsP
		<i>Career Stage 2 (Principal II)</i>
	1:30 PM	BMSW
	2:00 PM	BMSE
	2:30 PM	BPES
		<i>Career Stage 3 (Principal III)</i>
	3:00 PM	NES
	3:30 PM	CCES
	<i>Career Stage 4 (Principal IV)</i>	
4:00 PM	VNHSE	
4:30 PM	VCS	
4:45 PM	ISNHS	



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