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

Office of the Schools Division Superintendent

02 JUN 2026

**DIVISION MEMORANDUM**

No. 407, s. 2026

**VALIDATION OF PERFORMANCE OF MASTER TEACHERS I-V, TEACHERS I-VII INCLUDING ALS, SNED, SSE AND SCHOOL-BASED NON-TEACHING PERSONNEL WITH OUTSTANDING RATING 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. 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)", this Office announces the conduct of the validation of performance of Master Teachers I-V, Teachers I-VII and school-based non-teaching personnel who obtained an Outstanding Performance Rating for SY 2025-2026.
2. The Division Performance Management Team (PMT) shall conduct the validation of Means of Verification (MOVs) on **June 3-5, 2026**, at the SDO Conference Hall.
3. All concerned teaching and school-based non-teaching personnel with an Outstanding Performance Rating are directed to prepare and submit their accomplished SY 2025-2026 IPCRF and supporting MOVs to their respective School Heads and accomplish the prescribed Validation Tool.
4. School Heads shall review, consolidate and endorse the transmittal list (Enclosure No. 2) together with the IPCRFs, MOVs, and accomplished Validation Tools of personnel to the Records unit on or before their scheduled validation date.
5. The PMT validation schedule is attached as Enclosure No. 1. The Validation Tool shall be submitted in one (1) printed hard copy and may be downloaded through the link: <https://tinyurl.com/OPCRIPCRTemplateTool>.
6. This Memorandum shall serve as the official locator slip for the PMT validators and other personnel involved in the conduct of the validation activity.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
02 JUN 2026  
RELEASED

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 407, s. 2026

**PMT SCHEDULE FOR THE CONDUCT OF VALIDATION OF PERFORMANCE OF  
 MASTER TEACHERS I-V, TEACHERS I-VII INCLUDING ALS, SNED, SSE AND  
 SCHOOL-BASED NON-TEACHING PERSONNEL WITH OUTSTANDING RATING FOR  
 SY 2025-2026**

Date	Time	School/Office
<b>Teaching and Non-Teaching Personnel (School-Based)</b> <b>Covering Period: June 2025 to March 2026 (1<sup>st</sup> Quarter to 4<sup>th</sup> Quarter)</b>		
June 3, 2026 (Wednesday)	9:00 – 12:00 PM	Cluster I (VCS, TES, SPBES, BPES, GESMES, MES, VNHWS)  Cluster II (APES, CAPES, PES)
	1:30 – 5:00 PM	Cluster II (BMSW, JSES, SJES)  Cluster III (NES, CCES, CAMES, RES, RPES, BMSE, VNHSE)
June 4, 2026 (Thursday)	8:30 – 12:00 PM	ISNHS -SHS - HUMSS/GA 11 and 12  ISNHS – JHS - TLE, AP, ESP, MAPEH
	1:30 – 5:00 PM	ISNHS – SHS - STEM/ABM 11 and 12, TVL 11 and 12  ISNHS – JHS - ENGLISH, SCIENCE, MATH, FILIPINO

**\*Note:** Schools or offices not accommodated on the scheduled date will be prioritized in the next schedule.



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Enclosure 2 to Division Memorandum No. 407, s. 2026

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)  
**TRANSMITTAL LIST**

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:

