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Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
No. 959 , s. 2026

05 NOV 2026

PARTICIPATION IN THE 2027 PERFORMANCE AND COMMITMENT FOR SCHOOLS DIVISION OFFICE TOP MANAGEMENT

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

1. In reference to the Regional Memorandum No. 1438, s. 2026, the Department of Education Region 1 shall conduct the **2027 Performance and Commitment for Schools Division Office Top Management** on **November 8 - 10, 2026**, at the National Educators Academy of the Philippines (NEAP) Region 1 at San Vicente, City of San Fernando, La Union.

2. The activity aims to align the 2027 Office Performance Commitment and Review Form (OPCRF) targets, performance indicators, and means of verification with the Department's strategic directions, priorities, and expected results.

3. The participants from this Division are as follows:

No.	Name	Position	Office
1	**ANNIE D. PAGDILAO**	Assistant Schools Division Superintendent	OSDS
2	**MARIE CHRISTINE L. NATIVIDAD**	Chief Education Supervisor	CID
3	**RODRIGO Q. REYES, JR.**	Chief Education Supervisor	SGOD
4	**APHRODITE HOPE E. MARTINEZ**	Senior Education Program Specialist	SGOD

4. The participants shall pre-register through the link: https://tinyurl.com/2027SDOPlanningOPCRF on or before November 6, 2026.

5. An accomplished pre-work is required, and shall be submitted on or before November 6, 2026 through the link: https://tinyurl.com/2027OPCRFPlansSDOs.

6. The participants are required to bring laptops for the workshop activities, preparation and refinement of performance commitments, and other practical exercises during the activity.

7. The first meal to be served on Day 1 is dinner. The last meal to be served on the last day is PM snacks.

8. The travel and other expenses of the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.

9. Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, or cancellation of work in Government Offices due to various reasons, specified in CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration of Overtime Services Rendered.

10. Attached is the Memorandum for reference.

11. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
05 NOV 2025
RELEASED
BY

SGOD/RQR/ahem

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
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BY:
DATE: OCT 30 2026

REGIONAL MEMORANDUM
No. 1438 s. 2026

2027 PERFORMANCE PLANNING AND COMMITMENT FOR SCHOOLS DIVISION OFFICE TOP MANAGEMENT

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Functional Division Chiefs and Unit 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*, this Office, through the Human Resource Development Division (HRDD), shall conduct the 2027 Performance Planning and Commitment for Schools Division Office (SDO) Top Management

2. The activity aims to align the 2027 Office Performance Commitment and Review Form (OPCRF) targets, performance indicators, and means of verification with the Department's strategic directions, priorities, and expected results.

3. The activity shall be conducted according to the following schedule:

Activity	Date	Venue
2027 Performance Planning and Commitment for SDO Top Management	November 8-10, 2026	NEAP-R1, San Vicente, City of San Fernando, La Union

4. The Indicative Program of Activities is provided in Enclosures No. 1, while the corresponding lists of participants are provided in Enclosures No. 2. Concerned offices shall ensure the attendance and active participation of the identified participants.

5. In case an identified participant is unavailable due to a valid reason, the concerned head of office shall designate an appropriate representative who is knowledgeable of the office's performance targets and commitments. Any change in participant shall be communicated to the HRDD prior to the activity.

6. All identified participants shall pre-register through https://tinyurl.com/2027SDOPlanningOPCRF on or before November 6, 2026.

Concerned offices shall ensure the completion of the pre-registration within the prescribed period to facilitate participant confirmation and other administrative preparations.

7. As pre-work, concerned offices shall review their previous performance commitments and accomplishments and prepare their proposed 2027 performance targets, indicators, and means of verification. The template and submission link may be accessed through https://tinyurl.com/2027OPCRFPlansSDOs. The accomplished pre-work shall be submitted on or before November 6, 2026 and shall serve as input during the activity.

8. All participants are required to bring their laptops for the workshop activities, preparation and refinement of performance commitments, and other practical exercises during the activity.

9. Expenses for meals and snacks, hall rental, and board and lodging shall be charged against the 2026 Regional MOOE, while travel and other incidental expenses shall be charged against local/office funds or other available funds, subject to the usual accounting and auditing rules and regulations.

10. The following meals and accommodations shall be provided to the participants:

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
November 8, 2026	x	x	x	x	/	/
November 9, 2026	/	/	/	/	/	/
November 10, 2026	/	/	/	/	x	x

11. Participants entitled to board and lodging may check in beginning at 2:00 p.m. on the first day and shall check out in accordance with the schedule and arrangements of the designated venue. Participants from SDO La Union and SDO San Fernando City shall likewise be provided with board and lodging, including breakfast and dinner, and are expected to stay at the designated venue for the duration of the activity to ensure full participation in all scheduled sessions.

12. This Memorandum shall also serve as authority to travel for the identified participants, subject to existing DepEd rules and regulations on official travel.

Enclosure 2 of Regional Memorandum No. _____, s. 2026

LIST OF PARTICIPANTS

2027 PERFORMANCE PLANNING AND COMMITMENT FOR SDO TOP MANAGEMENT

November 8-10, 2026 | NEAP-R1, San Vicente, City of San Fernando, LU

No.	Name	Office
1	Rhoda T. Razon	OARD
2	Dinah C. Bonao	CLMD
3	Maria Teresa M. Bautista	HRDD
4	Sarah Q. Casuga	ESSD
5	Arlene A. Niro	FTAD
6	Oscar P. Flores	QAD
7	Arnold I. Vino	FD
8	Atty. Rhea Joy L. Carbonell	AD
9	Raymund R. Molano	HRDD
10	Laarni M. Abaya	AD-Personnel
11	Sammy C. Legaspi	ORD-ICT Unit
12	Cesar S. Bucsit	ORD-PAU
13	Atty. Rosemarie M. Wailan	ORD-Legal Unit
14	Abigail A. Cabilin	HRDD
15	Vivien R. De Guzman	HRDD
16	Ritchelle E. Legaspi	HRDD
17	Leah L. Olua	PPRD
18	Liezl P. Mique	QAD
19	Maureen M. Macailing	FD
14 SDS/ASDS		
14 CID Chiefs		
14 SGOD Chiefs		
14 OPCRF Focal Persons		

Enclosure 1 of Regional Memorandum No. _____, s. 2026

INDICATIVE PROGRAM OF ACTIVITIES

2027 PERFORMANCE PLANNING AND COMMITMENT FOR SDO TOP MANAGEMENT

November 8-10, 2026 | NEAP-R1, San Vicente, City of San Fernando, LU

Time	Activity	Expected Outputs	In-Charge
Day 1 (November 8, 2026)			
2:00 PM – 3:00 PM	Registration		RPMT Secretariat
3:00 PM – 5:00 PM	Opening Program	Program Objectives and Directions	RPMT Secretariat
Day 2 (November 9, 2026)			
8:00 AM – 12:00 PM	Orientation on the Interim Guidelines on Preparation of OPCRF	Oriented Participants	RPMT Secretariat
12:00 PM – 1:00 PM	Lunch Break		
1:00 PM – 2:00 PM	Presentation of the 2027 CESPES and OPCRF of the Regional Director	2027 OPCRF	Dr. Leah Olua
2:00 PM – 5:00 PM	Workshop Proper	2027 OPCRF	RPMT Secretariat
Day 3 (November 10, 2026)			
8:00 AM – 12:00 PM	Presentation of Outputs	2027 OPCRF	RPMT Secretariat
12:00 PM – 1:00 PM	Lunch Break		
1:00 PM – 4:30 PM	Presentation of Outputs	2027 OPCRF	RPMT Secretariat
4:30 PM – 5:00 PM	Ways Forward and Closing Remarks		RPMT Secretariat

13. For questions and clarificatons, please contact the Human Resource Development Division through email at hrdd.region1@deped.gov.ph.

14. Immediate and wide dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: None
Reference: None
To be indicated in the Perpetual Index:
under the subjects:

OFFICIALS PERFORMANCE

HRDD/rrm/RM_2027PerformancePlanning
October 30, 2026