



Republic of the Philippines
Department of Education

Region V

SCHOOLS DIVISION OF SORSOGON PROVINCE
Sorsogon

January 9, 2026

Division Memorandum

No. 16, s. 2026

Division Performance Planning and Commitment – Submission of Individual Performance Commitment and Review Form (IPCRF) – Planning Phase for CY 2026

TO: Assistant Schools Division Superintendent/ PMT Chair
Chief Education Supervisors, CID, SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSS
Division Performance Management Team (DPMT)
Unit and Section Heads
SDO Personnel
All Other Concerned

1. In compliance with **DepEd Order No. 2, s. 2015** (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System [RPMS] in the Department of Education), the Schools Division Office of Sorsogon shall conduct its **Division Performance Planning and Commitment** for Calendar Year 2026.
2. All **SDO-based personnel** are hereby directed to accomplish and submit their **Individual Performance Commitment and Review Form (IPCRF) – Planning Phase**, duly signed by their respective raters, on or before **January 23, 2026**.
3. All personnel are reminded to ensure that their IPCRFs reflect Key Result Areas (KRAs) and objectives aligned with the Division's OPCRF and to secure the signature of their immediate supervisor prior to submission. Late submissions will be noted and may affect compliance with RPMS requirements.



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4. The Committed Individual Performance of personnel of each functional division shall be presented by the head/ chiefs during the presentation of the IPCRF of the 3 Functional Divisions on January 26, 2026 at the QMS Conference Room. Participants are the Division Performance Management Team (DPMT), Division Chiefs, Units Heads. The Chiefs shall identify 5 personnel representing all positions in their functional area to be in the actual planning.

5. The participants in this activity are the following:

COMPOSITION OF THE DIVISION PMT		
<i>Chairperson:</i>		CHERYLL V. BERMUDO, CESE Assistant Schools Division Superintendent
Position	Name	Alternate
Member	ESPERANZA G. ESPIGOL Planning Officer III (Planning and Research)	ROMAN JEBULAN Senior Education Program Specialist
	Paul Andy D. Deblois Accountant III	FRANCIS ROY A. CADAG Project Development Officer I
	JOMAR E. ENGUERRA Chief Administrative Officer V	JOHN C. HIDEA Information Technology Officer I (ICT Unit)
	RODEL E. PANCHO Education Program Supervisor	NICANOR P. BAILON Education Program Specialist-II (ALS)
	One (1) NEU-Division Chapter Representative	
Observer	One (1) NEU-Division Chapter Representative	
Secretariat	JENNEVIN C. JEBULAN AIREEN MAE V. ELLI	

6. The member of the DIVISION PMT Secretariat are instructed to attend the activity for documentation, crafting of templates and finalization of IPCRF Form.





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7. Expenses relative to the conduct of this activity shall be charged to local funds/MOOE, subject to the usual accounting and auditing rules and regulations.
8. Attendance of all concerned is desired.
9. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



