



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON PROVINCE
Sorsogon

January 9, 2026

Division Memorandum

No. 15, s. 2026

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND
REVIEW FORM (IPCRF) AND INDIVIDUAL DEVELOPMENT PLAN (IDP) OF
SCHOOLS DIVISION OFFICE (SDO-BASED) PERSONNEL FOR CY 2025**

TO: Assistant Schools Division Superintendent/ PMT Chair
Chief Education Supervisors, CID, SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSs
Unit and Section Heads
SDO Personnel
All Other Concerned

1. Pursuant to DepEd Order No. 2., s. 2015 or the **Results-Based Performance Management System (RPMS)** which is further adapted into a customized **Division Performance Management Policy** or **SPMS** approved by the Civil Service Commission (CSC) compliant with Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level II, all Schools Division Office (SDO)-based personnel are mandated to submit their Individual Performance Management and Review Form (IPCRF) for CY 2025 with MOVs following the prescribed parts:

- Part I. Individual Performance Commitment and Review Form with computed Final Rating
- Part II. Core Behavioral Competencies
- Part III. Summary of Ratings and Discussion
- Part IV. Development Plans

2. All SDO-based personnel shall observe the activities, forms/outputs, and schedule of Phases III and IV of the RPMS Cycle:



Balogo Sports Complex, Balogo, Sorsogon City,
Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@depd.gov.ph
Website: depdsorsogon.com.ph



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RPMS Cycle	TASKS			
	Activity	Form/Output	Schedule	Person/s Involved
Phase III and Phase IV	Year-end Review and Assessment, Evaluation of MOVs and Computation of Final Rating	Part I- Signed IPCRF by the Ratee, Rater, and Approving Authority Part II- Core Behavioral Competencies Part III- Summary of Ratings for Discussion Part IV- Individual Development Plan	December 2025-January 16, 2026	Ratee, Rater, Approving Authority
	Submission of IPCRF and consolidated ratings of personnel per functional division to the Human Resource Management Office (HRMO) to attached in the personnel's 201 file copy	Hard Copy of IPCRF (to HRMO); Consolidated ratings of personnel per functional division (to HRMO copy furnished the Planning Office; template found in Enclosure No. 1)		All SDO Personnel HRMO Planning Office OSDS CID SGOD

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	furnished the Planning Office			
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3. All personnel shall also submit a soft copy of their approved IPCRF through <https://pm.depedsorsogon.com.ph/> on or before **January 19, 2026**.
4. Immediate dissemination of and compliance with this Memorandum are desired


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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

INDIVIDUAL PERFORMANCE MANAGEMENT AND REVIEW FORM
(IPCRF)

Calendar year: _____

Functional Division: _____

Head of Functional Division: _____

Number of personnel in the Functional Division: _____

No.	Name	Position	Numerical Rating	Descriptive Rating
1.				
2.				
3.				
4.				
5.				

Signature over printed name
Head of the Functional Division



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