



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

April 13, 2026

**DIVISION MEMORANDUM**

No. 142, s. 2026

**PERFORMANCE REVIEW AND EVALUATION OF THE OFFICE  
PERFORMANCE COMMITMENT FORM (OPCRF) OF SCHOOL HEADS  
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisor  
All School Heads  
Others Concerned

1. The Review and Evaluation of the OPCRf of School Heads for SY 2025-2026 shall be conducted from May 1-31, 2026.
2. All elementary and secondary school heads are hereby required to undergo review and validation of their performance by their rater, **ASDS Cheryll V. Bermudo**, to be assisted by the assigned validation team per district.
3. School Heads shall present their signed Commitment Form with self-rating and bring their individual portfolio containing the required Means of Verification (MOVs) during the evaluation process as scheduled.
4. The final OPCRf in complete parts (Parts I-IV) with tabbing and initial of the PSDS shall be submitted in **duplicate** copies to the ASDS Office by district on or before May 31, 2026.
5. Please see attached enclosure 1 (OPCRf Validation Team per district) and enclosure 2 (List of MOVs per objective per KRA).




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5. Travel and other incidental expenses relative to the conduct of this activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. For guidance and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
*Schools Division Superintendent*



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Enclosure 1 to Division Memorandum No. \_\_\_\_, s. 2026

**OPCRF Validation Team for SY 2025-2026**

***First Congressional District***

<b>DISTRICT</b>	<b>NAME</b>	<b>POSITION</b>
Donsol East 1	Franszhel T. Razo	OIC-PSDS
	Gina Q. Tarog	CID Chief
Donsol East 2	Eutequio B. Arias	OIC-PSDS
	Gina Q. Tarog	CID Chief
Donsol West 1	Carmen N. Notario	OIC-PSDS
	Gina Q. Tarog	CID Chief
Donsol West 2	Corazon A. Montilla	OIC-PSDS
	Gina Q. Tarog	CID Chief
Pilar 1	Shieryl B. Guarte	OIC-PSDS
	Aireene Mar Elli	MT I/Division Coordinator
Pilar 2	Beverly C. Caramoan	OIC-PSDS
	Aireene Mar Elli	MT I/Division Coordinator
Pilar 3	Vicente N. Nocos	OIC-PSDS
	Joffre Mirandilla	P3/Division Coordinator
Castilla East	Marites J. Jesalva	OIC-PSDS
	John Rey J. Perez	SGOD Chief
Castilla West	Arnold M. Peralta	PSDS
	John Rey J. Perez	SGOD Chief
Castilla South	Genelita A. Nantiza	OIC-PSDS
	Joffre Mirandilla	P3/Division Coordinator
Casiguran	Lucy M. Hamor	PSDS
	Roman Jebulan	SEPS
Magallanes North	Manuel V. Estera	OIC-PSDS
	Roman Jebulan	SEPS
Magallanes South	Marissa G. Bendecio	PSDS
	Roman Jebulan	SEPS



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***Second Congressional District***

Gubat North	Eduardo A. Pollarca	PSDS
	Marianne Arines	PSDS/Division Coordinator
Gubat South	Eddie P. Sabalboro	PSDS
	Marianne Arines	PSDS/Division Coordinator
Matnog 1	Adrian B. Eneria	OIC-PSDS
	Rodel Pancho	EPS I
Matnog 2	Rowena G. Mancion	OIC-PSDS
	Rodel Pancho	EPS I
Bulan 1	Remus H. Zuniga	OIC-PSDS
	Elvie Figueroa	P I/Division Coordinator
Bulan 2	Leonisa M. Enolva	OIC-PSDS
	Elvie Figueroa	P I/Division Coordinator
Bulan 3	Isaias A. Bermas	PSDS
	Marianne Arines	PSDS/Division Coordinator
Bulan 4	Cristina G. Dedase	OIC-PSDS
	Libertine Joy Baldillo	PSDS/Division Coordinator
Irosin 1	Elmo B. Linzo	OIC-PSDS
	Lilia Zita Pura	PSDS/Division Coordinator
Irosin 2	Hazel O. Garrido	OIC-PSDS
	Lilia Zita Pura	PSDS/Division Coordinator
Barcelona	Gloria E. Reymundo	OIC-PSDS
	Rodel Pancho	EPS I
Bulusan	Nicolas E. Freo	PSDS
	Libertine Joy Baldillo	PSDS/Division Coordinator
Juban	Venus G. Matuba	PSDS
	Libertine Joy Baldillo	PSDS/Division Coordinator
Prieto Diaz	Ferdinand E. Hamor	OIC-PSDS
	Annie Baylon	PSDS/Division Coordinator
Santa Magdalena	Grace Imelda G. Huab	OIC-PSDS
	Annie Baylon	PSDS/Division Coordinator

Enclosure 2 to Division Memorandum No. \_\_\_\_, s. 2026



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**Summary of Objectives per KRA and their  
Corresponding MOVs**

<b>PPSSH DOMAINS</b>	<b>OBJECTIVES</b>	<b>MEANS OF VERIFICATION</b>
<b>LEADING STRATEGICALLY</b>	1. Communicated the DepEd vision, mission and core values to wider school community to ensure shared understanding and alignment of school policies, programs, projects and activities.	<ul style="list-style-type: none"><li>• AIP/SIP</li><li>• Proof of use of 5 or more platforms to communicate VMC</li><li>• Accomplishment report of platforms used in 4 quarters</li></ul>
	2. Developed and implemented with the planning team school plans aligned with institutional goals and policies.	<ul style="list-style-type: none"><li>• Terminal/completion report of the implemented PPAs vis a vis AIP/SIP</li></ul>
<b>MANAGING SCHOOL OPERATIONS AND RESOURCES</b>	3. Managed finances adhering to policies, guidelines and issuances in allocation, procurement, disbursement and liquidation aligned with the school plan.	<ul style="list-style-type: none"><li>• Liquidation Report of School MOOE</li><li>• Proofs of Liquidation Report Submission</li><li>• Financial Statements of Other School Funds</li></ul>
	4. Managed school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal.	<ul style="list-style-type: none"><li>• Physical Property Inventory Report</li><li>• Logbook/record of utilization/maintenance/repair/disposal.</li></ul>
	5. Managed staffing such as teaching and load distribution and grade level and subject area assignment in adherence to laws, policies, guidelines, and issuance based on the needs of the school.	<ul style="list-style-type: none"><li>• School Form 7</li><li>• Master Program</li><li>• Designation Orders</li></ul>



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	6. Managed school safety for disaster preparedness, mitigation and resiliency to ensure continuous delivery of instruction.	<ul style="list-style-type: none"> <li>Accomplishment report on the conduct of disaster preparedness mitigation and resiliency programs (proposals, completion report, attendance, photo documentation, if there is any)</li> </ul>
<b>FOCUSING ON TEACHING AND LEARNING</b>	7. Assisted teachers in the review, contextualization and implementation of learning standards to make the curriculum relevant for learners.	<ul style="list-style-type: none"> <li>Monthly workplan &amp; instructional plan and accomplishment report</li> <li>Contextualized materials</li> </ul>
	8. Provided technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.	<ul style="list-style-type: none"> <li>Monthly workplan &amp; instructional plan and accomplishment report</li> <li>Classroom Observation tools used</li> </ul>
	9. Utilized learning outcomes in developing databased interventions to maintain learner achievement and attain other performance indicators.	<ul style="list-style-type: none"> <li>Learning interventions conducted in the school</li> <li>CRLA, Phil IRI and other assessments results</li> </ul>
	10. Provided technical assistance to teachers in using learning assessment tools, strategies and results consistent with curriculum requirements to ensure accountability in achieving higher learning outcomes.	<ul style="list-style-type: none"> <li>Instructional plan and accomplishment report. CRLA, Phil IRI and other assessments results</li> </ul>
	11. Managed a learner-friendly, inclusive and healthy learning environment.	<ul style="list-style-type: none"> <li>Accomplished child-friendly school system monitoring tool</li> </ul>



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<b>DEVELOPING SELF AND OTHERS</b>	12. Set personal and professional development goals based on self-assessment aligned with the Philippine Professional Standards for School Heads.	<ul style="list-style-type: none"><li>• Personal and professional development accomplishments</li></ul>
	13. Implemented the performance management system with a team to support the career advancement of school personnel and to improve office performance.	<ul style="list-style-type: none"><li>• Proof of PMES implementation (4 phases)</li></ul>
	14. Implemented professional development initiatives to enhance strengths and address performance gaps among school personnel.  15. Managed school organizations, such as learner organizations, faculty clubs and parent-teacher associations, by applying relevant policies and guidelines to support the attainment of institutional goals.	<ul style="list-style-type: none"><li>• Learning and Development activities</li> <li>• Accomplishment reports of school organization</li></ul>
<b>BUILDING CONNECTIONS</b>	16. Initiated partnerships with the community such as parents, alumni, authorities, industries, and other stakeholders, to strengthen support for learner development, as well as school and community involvement.	<ul style="list-style-type: none"><li>• Proof of partnership/linkage with stakeholders</li><li>• MOU/MOA</li></ul>
	17. Performed various related works/activities beyond the KRA of the school head.	<ul style="list-style-type: none"><li>• Accomplishment report or any applicable MOV</li></ul>