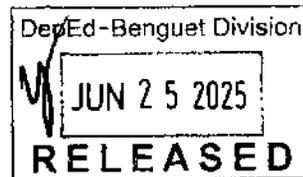




Republic of The Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET



25 June 2025

DIVISION MEMORANDUM

No. 266, s. 2025

TO: All SDO Personnel
 Public Schools District Supervisors and Districts In-charge
 School Heads of Public Elementary and Secondary Schools
 All Others concerned

CONDUCT OF SCHOOLS' OPCRf REVIEW FOR SY 2024 – 2025

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 shall conduct a face-to-face Performance Management Review through the presentation of the SY 2024–2025 Office Performance Commitment and Review (OPCR) accomplishments of School Heads on **July 21–25, 2025**, at the respective District Offices.
2. The activity seeks to evaluate the performance of School Heads by reviewing their accomplishments as reflected in the Office Performance Commitment for School Year 2024–2025.
3. The participants in this activity include the Division Performance Management Team members, Education Program Supervisors (EPSs) assigned to the districts, Public Schools District Supervisors or Public Schools Districts In-Charge, and all Public Elementary and Secondary School Heads.
4. The team composition, districts to be visited, and schedules related to the Performance Review are outlined as follows:

Team Composition and District Assignment		
Team 1 – Atok, Itogon 1 & 2, Kapangan, & Tuba	Team 2 – Bakun, Kibungan, Mankayan and Sablan	Team 3 - Bokod, Buguias, Kabayan, La Trinidad & Tublay
Samuel T. Egsaen Jr.	Lucio B. Alawas	CID CES
Stephen Bulalin	Xylene Grait Quinomis	Merlyn Conchita O. De Guzman
Daniel Peredo	Marylin Tolbe	Francis Peckley
Mahal M. Rifani	Florinda C. Pagoy	Corazon C. Quipot
PSDS/ PSDI, EPS	PSDS PSDI, EPS	PSDS PSDI, EPS

5. The Performance Review shall be conducted using the following mechanisms across all districts:



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- a. **Orientation on the Review Process** – The Division Performance Management Team (PMT) may organize sub-teams to effectively accommodate all personnel within the scheduled timeframe.
 - b. **Review of OPCR**s – School Heads shall present their Office Performance Commitment and Review (OPCR) forms along with the attached Means of Verification (MOVs) of accomplishments.
 - c. **Validation and Finalization** – The Division PMT shall validate the self-ratings and remarks, and finalize the performance ratings.
 - d. **Consolidation Meeting** – A meeting shall be conducted between the Division PMT, the EPS in charge, and the District In-Charge to discuss agreements, observations, and the way forward.
5. School Heads are not required to prepare slide presentations for the OPCR and accomplishment reports. Instead, neatly compiled and well-organized documentary evidence shall be submitted and presented during the review.
 6. To maximize time for the main activity, there will be no opening or closing programs. The giving of tokens to the Division PMT is also highly discouraged. District Heads are advised to coordinate with the assigned team in their respective districts regarding transportation arrangements, subject to the availability of Division vehicles.
 7. District Heads shall ensure the presence of School Heads during their scheduled performance review. In cases where School Heads are attending authorized training activities, a designated personnel may be assigned to present the OPCR and support documents on behalf of the school. School Heads who have been reassigned to other districts may return to their original district, if necessary, for the presentation of their OPCR.
 8. The IPCR for SY 2024–2025 of other school-based personnel, particularly non-teaching and related teaching staff, is also expected to be submitted to the Schools Division Office (SDO) on or before **July 15, 2025**.
 9. Meals, transportation, and other incidental expenses of school personnel shall be charged against their respective school MOOE or any available local funds, subject to existing budgeting, accounting, and auditing rules and regulations.
 10. For guidance and strict compliance.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director & Concurrent Officer in-charge
Office of the Schools Division Superintendent

For the RD & Concurrent OIC – OSDS:

SAMUEL T. EGSAEN, JR. EdD, CESO VI
Assistant Schools Division Superintendent

SGOD/LBA



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ITANAN
Hagip, Bida, Accomplish, Bida, Anonang, Bida, Bida

