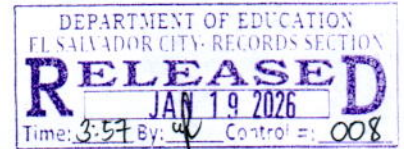




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



January 19, 2026

DIVISION MEMORANDUM
 NO. 008, s. 2026

SCHEDULE FOR THE PERFORMANCE REVIEW AND PRESENTATION OF MOVs
 FOR CY 2025 OF FINANCE AND SCHOOL-BASED NON-TEACHING PERSONNEL
 (FINANCE AND PROCUREMENT STRAND)

To: SDO Finance Personnel (*Accounting Section*)
 School-Based Non-Teaching Personnel (*Finance and Procurement Strand*)
 All Others Concerned

1. In preparation for the completion and submission of the Individual Performance Commitment and Review Form (IPCRF) for Calendar Year (CY) 2025, this Memorandum is hereby issued to inform all concerned personnel of the scheduled presentation of the Modes of Verification (MOVs).
2. The schedule of the presentation is attached as **Annex A** for guidance and reference.
3. This activity aims to facilitate the submission, review, and finalization of the IPCRF for CY 2025, ensuring accuracy, completeness, and compliance with existing DepEd policies and standards.
4. All concerned personnel are directed to attend on their scheduled date and time to present their duly accomplished IPCRF for CY 2025, together with the required Modes of Verification (MOVs).
5. During the presentation of MOVs, the following points for consideration shall be observed:
 - a. Present Part I and Part II of the IPCRF.
 - b. Each presenter shall be allotted forty-five (45) minutes for the presentation.
 - c. Only submitted and existing MOVs shall be considered. Missing MOVs shall no longer be accepted or evaluated.
 - d. Errors in the data presented may affect Key Result Area (KRA) 1; hence, presenters are advised to thoroughly review their documents prior to the presentation.
 - e. Printing of the IPCRF shall be done immediately after the presentation.
5. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.




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Effectivity	08.29.25	Page	1 of 3



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

12. For information, guidance, and strict compliance.


of **RANDOLPH B. TORTOLA** de
Schools Division Superintendent

ATCH.: Annex A

Reference:

To be indicated in the Perpetual Index
under the following subjects:

IPCRF 2025 PERFORMANCE REVIEW

RE: SCHEDULE FOR THE PERFORMANCE REVIEW AND PRESENTATION OF MOVs FOR CY 2025 OF FINANCE
AND SCHOOL-BASED NON-TEACHING PERSONNEL (FINANCE AND PROCUREMENT STRAND)

ACCOUNTING/cda



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Annex A:

NAME	DATE	TIME
1. Honeyluz S. Nacua	January 27, 2026	8:30 am
2. Nishi Abratiguin	January 27, 2026	9:15 am
3. Leahbeth P. Salva	January 27, 2026	10:00 am
4. Charmaigne L. Apdian	January 27, 2026	10:45 am
5. Eulita M. Castillo	January 27, 2026	1:00 pm
6. Jenice Mae L. Malaco	January 27, 2026	1:45 pm
7. Kemberly D. Oco	January 27, 2026	2:30 pm
8. Nick C. Ratunil	January 27, 2026	3:15 pm
9. Rosa Maria M.Rebusto	January 27, 2026	4:00 pm
10. Adrian Kirby P. Saarinas	January 28, 2026	8:30 am
11. Dianne L. Suguilon	January 28, 2026	9:15 am
12. Clark Airon G. Unson	January 28, 2026	10:00 am
13. Rodrigo N. Valmoria, Jr.	January 28, 2026	10:45 am
14. Samantha M. Racho	January 28, 2026	1:00 pm
15. Danel John R. Hamo	January 28, 2026	1:45 pm
16. Ruby Flor M. Sinco	January 28, 2026	2:30 pm
17. Marjorie T. Ras	January 28, 2026	3:15 pm
18. Marilou B. Paglinawan	January 28, 2026	4:00 pm
19. Fritzie Lynne B. Gequinto	January 29, 2026	8:30 am
20. Lovely Joy Catane	January 29, 2026	9:15 am
21. Dexter A. Carangcarang	January 29, 2026	10:00 am
22. Edjie P. Dagopioso	January 29, 2026	10:45 am
23. Carlos D. Acero, Jr.	January 29, 2026	1:00 pm
24. Rothellee L. Saburnido	January 29, 2026	1:45 pm
25. Merafe O. Clarabal	January 29, 2026	2:30 pm
26. Quennie L. Arriesgado	January 29, 2026	3:15 pm
27. Antoinette Mae N. Padigos	January 29, 2026	4:00 pm
28. Everlyn M. Canete	January 30, 2026	8:30 am
29. Cherry Lou D. Asequia	January 30, 2026	9:15 am
30. Mary Rose P. Cortez	January 30, 2026	10:00 am
31. Sheila Mae B. Acero	January 30, 2026	10:45 am
32. Ariel S. Padigos	January 30, 2026	1:00 pm
33. Nyssa Isobel M. Sabado	January 30, 2026	3:15 pm