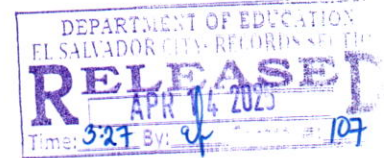




Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



13 April 2026

DIVISION MEMORANDUM  
 No. 107, s. 2026

**OFFICE PERFORMANCE REVIEW AND EVALUATION FOR  
 SCHOOL HEADS SY 2025-2026**

To: **Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID/SGOD  
 Division Performance Management Team (PMT)  
 All Public Elementary and Secondary School Heads  
 All Others Concerned  
 This Division**

1. In accordance with DepEd Order (DO) No. 2, s. 2015, regarding the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS), this Office announces the Office Performance Commitment Review (OPCR) and Evaluation for School Heads for SY 2025-2026. The evaluation will take place from **April 27–30, 2026**, from **8:00 AM to 5:00 PM** at the **BAC (Bids and Awards Committee) Office, Jade Building, El Salvador City**.
2. The **performance review and evaluation** shall be done at the end of the performance cycle to assess the office and individual employees' performance level based on the commitments and measures as contained in the signed OPCRf.
3. Below is the Performance review processes (with validation of self-rating):
  - a. Individual assesses performance vis-à-vis commitment made at the start of the rating period and submits to the rater for validation.
  - b. Rater assesses individual employee performance assessment vis-à-vis documented accomplishments.
    - \* The performance rating shall be based on records of accomplishments such that rating for planned and/or intervening tasks shall always be supported by reports, documentation, or any outputs of Individual employees which shall be used as the basis for employee assessment.
    - \* It is expected that the rater keeps documents and evidence on the kind of outputs of Individual employees.
  - c. Rater arrives at a rating and discusses this with the concerned employee.
  - d. If the ratee and rater agree on the rating, OPCRf shall be endorsed to the PMT who will review and validate the rating vis-à-vis documented accomplishments and performance standards.



Address: Zone 3, Tuburan, Poblacion, El Salvador City  
 Telephone Nos.: (088) 882-6326  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
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e. If the ratee and rater did not agree on the rating, both shall refer to the agreed/approved success indicators and justify with documented accomplishments, and the performance monitoring tool for a more objective assessment. They shall accordingly arrive at a rating based on proof of evidence and forward it to PMT, for validation.

f. PMT validates performance rating and endorse to Head of Office for approval.

g. Head of Office approves/determines final performance rating base on proof of performance endorsed by PMT.

h. Head of Office may adopt mechanisms to assist the employee in ensuring fairness and transparency in gauging the performance level of individuals.

i. The final rating shall be forwarded to the concerned Office for the preparation of the Summary of Individual Performance Ratings.

4. The Performance Management team members who will join the review and evaluation are the following;

- \* Randolph B. Tortola- Schools Division Superintendent
- \* Conniebel C. Nistal, PhD - Assistant Schools Division Superintendent
- \* Maricel B. Jangao, CPA- Accountant III
- \* Maricris P. Quismundo- SEPS
- \* Kevin B. Asequia -Planning Officer III
- \* Marilou Y. Descallar, RGC- EPS II/PMT Secretariat

5. Moreover, the link for RPMS Phase 3 is accessible at <https://tinyurl.com/3mn4rewx>

6. The deadline for the submission of the following documents will be on **April 30, 2026**. The expected output are the following.

- a. Signed OPCRf Commitment Form (2 blank hard copies)
- b. Signed OPCRf Final Rating (2 hard copies)
- c. Peer Coaching Form (2 signed hard copies)
- d. Accomplished MOVs (*hard copy and online PDF file for presentation by KRA*)

7. Schedule of Ratee and rater's review and evaluation.

No.	Name of Ratee	School Head/TIC	Date or Review and Evaluation	Time
1	ARNEL A. SUPERABLE	Kalabaylabay IS	April 27, 2026	8:00-9:15 am
2	BOB T. PAQUINOL	Cogon ES	April 27, 2026	9:15-10:15 am



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3	CHARLOTTE J. YTANG	PSB ES	April 27, 2026	10:15-11:15 am
4	CHUCHIE A. QUIRING	KAIS	April 27, 2026	1:00-1:15 pm
5	HELEN S. PALASAN	*Badiangon ES/MCS	April 27, 2026	1:15-2:15 pm
6	IAN KHAY H. CASTRO	Taytay ES	April 27, 2026	2:15-3:15 pm
7	JESSICA C. MICABALO	MNHS	April 27, 2026	3:15-4:15 pm
8	JESSICA MARIE B. RAMOS	Sinaloc ES	April 28, 2026	8:00-9:15 am
9	JIGGER M. TOMARONG	Hinigdaan ES	April 28, 2026	9:15-10:15 am
10	JOEY A. OCO	Sambulawan NHS	April 28, 2026	10:15-11:15 am
11	JOVEL C. LABIS	Ulaliman ES	April 28, 2026	1:00-1:15 pm
12	LINDO M. CAYADONG	Hinigdaan NHS	April 28, 2026	1:15-2:15 pm
13	MA. LOU LEA C. NOB	Kibonbon ES	April 28, 2026	2:15-3:15 pm
14	MARIVIC S. TORRES	Molugan NHS	April 28, 2026	3:15-4:15 pm
15	Ivy May Bergado	San Francisco de Asis NHS	April 29, 2026	8:00-9:15 am
16	MARK ANTHONY G. ARRIETA	San Francisco de Asis NHS	April 29, 2026	9:15-10:15 am
17	MELANIE M. FABREA	Cogon NHS	April 29, 2026	10:15-11:15 am
18	MEROGIM P. MUGOT	Sinaloc NHS	April 29, 2026	1:00-1:15 pm
19	NILO L. LOMONGO	El Salvador City NHS	April 29, 2026	1:15-2:15 pm
20	PHOEBE JOY M. PACUT	COGON SHS	April 29, 2026	2:15-3:15 pm
21	ROGER E. PAGAYON	Amoros ES	April 29, 2026	3:15-4:15 pm
22	ROLLY A. MOLINA	Bolisong ES	April 30, 2026	8:00-9:15 am
23	ROSEMARIE U. SAGUING	Sambulawan ES	April 30, 2026	9:15-10:15 am



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24	SAMMY S. TRES REYES	El Salvador City CS	April 30, 2026	10:15-11:15 am
25	THERESE ANGELI M. ROMASANTA	ESCNHS-SH	April 30, 2026	1:00-1:15 pm
26	ZIGGER E. VILLAHERMOSA	Himaya ES	April 30, 2026	1:15-2:15 pm
27	SALVADOR T. BENDIJO II	Himaya NHS	April 30, 2026	2:15-3:15 pm

7. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

8. This is for information, guidance, and compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

SGOD/PMT/hrd/myd

OPCRF RPMS  
SY 2025-2026