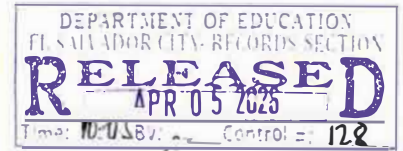




Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



April 30, 2026

DIVISION MEMORANDUM

No. 128, s. 2026

**IMPLEMENTATION OF THE ONLINE PERFORMANCE MANAGEMENT SYSTEM FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Curriculum and Implementation Division (CID)  
 Schools Governance and Operations Division (SGOD)  
 Section Heads  
 This Division

1. Pursuant to the evaluation of School Heads' performance for the school year 2025–2026, the validators enumerated below are instructed to input the ratings for their assigned performance objectives into the Online Performance Management System for School Heads, as follows:

<b>Part I.</b>		
<b>KRA</b>	<b>Objective</b>	<b>Validators</b>
School Leadership and Administration	1. Developed School Improvement Plan (SIP) aligned with the DEDP and PREXC	Kevin B. Asequia Maricris P. Quismundo
	2. Implemented SIP through Work Financial Plan (WFP)/Annual Implementation Plan (AIP)	Stephanie P. Saligumba
	3. Monitored and evaluated PPAs through BMEF	Maricris P. Quismundo
	4. Generated support in the implementation of PPAs through partnership of the PPAs implementation	Esmael V. Malaco
Teaching and Learning Delivery	5. Demonstrated knowledge and understanding of teaching standards and pedagogies within and across learning areas to provide technical assistance to teachers to improve their teaching instructional practice and competence in both practice and performance.	Technical Assistance Provider (TAP)
	6. Set achievable and challenging learning outcomes to support learner achievement and the attainment of other performance indicators through implementation of four (4) programs/projects/activities within the school year.	Technical Assistance Provider (TAP)
	7. Achieved the targeted retention rate for Elementary level/JHS/SHS	Kevin B. Asequia Maricris P. Quismundo



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)  
 Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

Doc. Ref. Code	SDO-OSDS-F008	Rev	00
Effectivity	08 29 25	Page	1 of 7



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

	8. Achieved the targeted completion rate for Elementary level/ JHS/SHS	Kevin B. Asequia Maricris P. Quismundo
	9. Achieved the targeted proportion of learners achieving at least nearly proficient in the National Achievement Test (NAT) for Elementary (Grade 6)/ NAT (Grade 10)	Maricris P. Quismundo
	10. Increased the average of reading proficiency level and numeracy level of learners in the school	Technical Assistance Provider (TAP)
Learner Formation and Development	11. Achieved the targeted number of learners enrolled in regular classes, Special Education, Arabic Language and Islamic Values Education, Indigenous Peoples Education, Alternative Learning System, Alternative Delivery Mode, and Special Programs (as may be applicable)	Kevin B. Asequia
	12. Achieved the targeted number of learners benefitted from School Feeding Program	Cecille Z. Khobuntin
	13. Achieved a targeted number of learners participated in school-based activities (leadership dev, community service, skill building, and educational and enrichment programs).	Esmal V. Malaco
School Operations and Management	14. Achieved the targeted number of teachers trained through In-Service Trainings other learning and professional development interventions	Marilou Y. Descallar
	15. Managed school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal.	Alan T. Saculingan Kevin B. Asequia Franz Maybelle M. Gaid Rolly B. Labis
	16. Managed school financial and procurement processes to ensure compliant utilization of funds and resources in support of teaching, non-teaching personnel, and learner needs.	Stephanie P. Saligumba Maricel B. Jangao
<b>Part I.B Innovating and Intervening Accomplishments</b>		
School Leadership and Administration	Established mechanisms for greater performance responsibility and accountability for results among delivery units (i.e., Functional transparency board, Functional School Charter, Functional School M&E, and Functional School Report Card)	Stephanie P. Saligumba



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

	Established mechanisms for the audit, inventory of workforce including deployment and other HR actions	Felanie Marie A. Lim
	Sustained the online evaluation system for all conducted activities	Marilou Y. Descallar Analyn G. Fabria
Teaching and Learning Delivery	Established a school-wide reading program (i.e., implementing book fairs, storytelling activities, and buddy reading programs to improve reading proficiency of Grade 6 students)	Jovit D. Comon
School Operations and Management	Ensured regular monitoring and evaluation of office/school and staff performance	Maricris P. Quismundo
<b>Part I-C Organizational Effectiveness</b>		
Financial Stewardship	Utilized 98% of the budget allocation in accordance with the quarterly disbursement program with no overdraft/deficit/disallowance from oversight agency/ies	Maricel B. Jangao Stephanie P. Saligumba
Process improvement	Streamlined core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization/digitization	Maricel B. Jangao Felanie Marie A. Lim
Client Satisfaction	Achieved 100% resolution and compliance rate to #8888 and CCB complaints within the prescribed processing time (simple - 3 days; complex - 7 days; highly technical - 20 days) with at least Satisfactory overall average result on the Client Satisfaction Measurement	Glenn John O. Isiderio




2. To access the Online Performance Management System for School Heads, please see Enclosure No.1.
3. Further, all validators are hereby directed to provide rating within the given rating period per DM No. 107, s. 2026 titled Office Performance Review and Evaluation for School Heads SY 2025-2026.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



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

---

5. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**   
Schools Division Superintendent  


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

OPCRF School Heads

SGOD/smme



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)  
Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

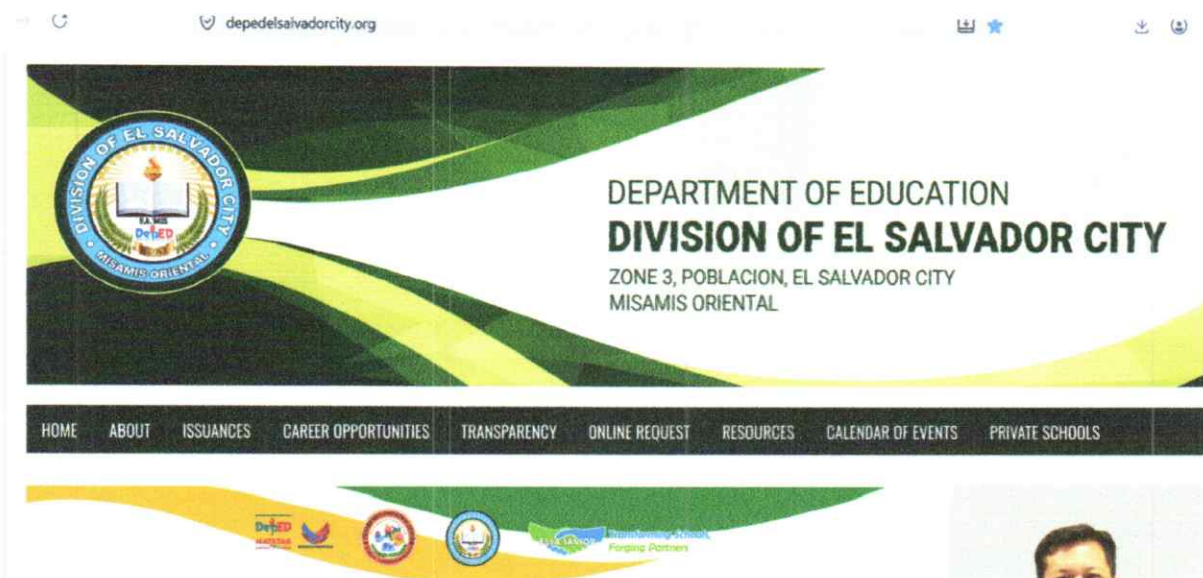
Doc. Ref. Code	SDO-OSDS-F008	Rev	00
Effectivity	08 29 25	Page	4 of 7



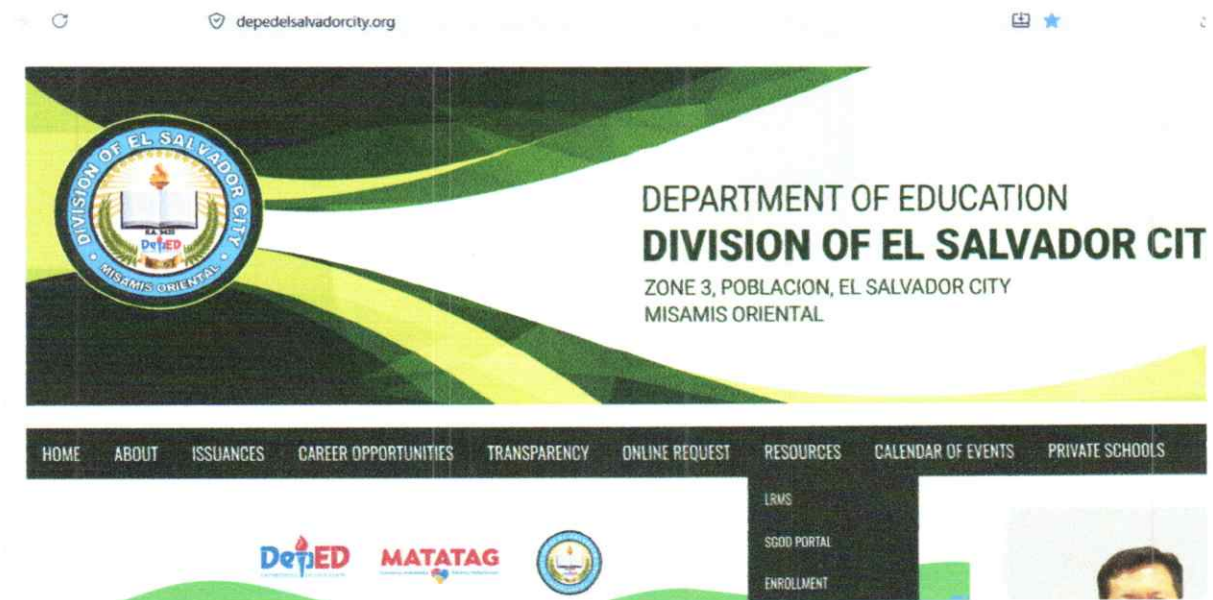
Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No.1 Accessing the Online Performance Management System for School Heads

Step 1. Access the Division Website <https://depedelsalvadorcity.org/>



Step 2. Hover your pointer to “Resources” tab



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)  
Website: [depedelsalvadorcity.net](https://depedelsalvadorcity.net)

Doc. Ref. Code	SDO-OSDS-F008	Rev	00
Effectivity	08.29.25	Page	5 of 7

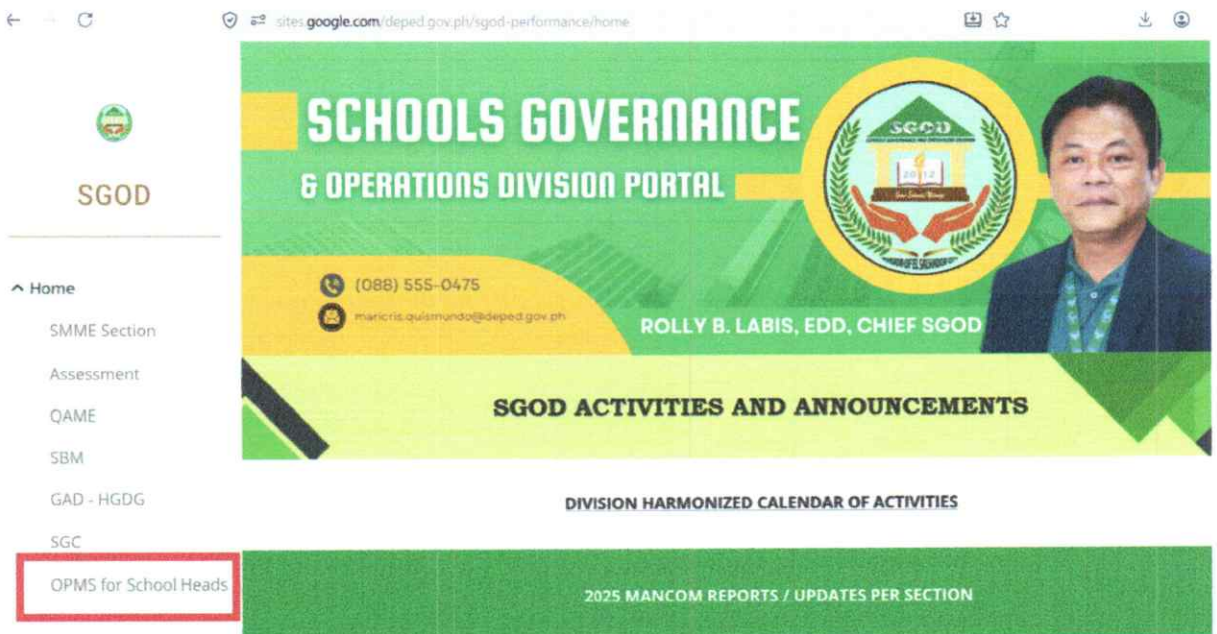


Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

Step 3. Click “SGOD Portal”



Step 4. Click “OPMS for School Heads”



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)  
 Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

Doc. Ref. Code	SDO-OSDS-F008	Rev	00
Effectivity	08.29.25	Page	6 of 7



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

Step 5. For validators, click “OPCRF Rating”

**ONLINE PERFORMANCE MANAGEMENT SYSTEM FOR SCHOOL HEADS**

(088) 555-0475  
elsalvador.city@deped.gov.ph

**MOV's LINK**  
SCHOOL HEADS' OPCR'

**OPCRF RATING**  
FOR THE RATER AND VALIDATORS