

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

June 3, 2026

DIVISION MEMORANDUM

No. 181, s. 2026

ADDENDUM TO DIVISION MEMORANDUM NO. 117, S. 2026 AND DM NO. 128, S. 2026 (ADDITIONAL GUIDELINES ON THE PROCESSING, ENCODING, AND SUBMISSION OF OPCRf RATINGS FOR SY 2025-2026 AND OPCRf COMMITMENTS FOR SY 2026-2027)

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/Assistant School Heads
All Others Concerned
 This Division

1. Relative to the Division Memorandum No. 128, s. 2026 and No. 117, s. 2026, this Office issues this Addendum to specify the procedural workflow and final timelines for consolidating performance documents of **OPCRf of the School Heads and Assistant School Heads**.
2. Please be informed that the official validated scores and ratings of all School Heads and Assistant School Heads covering **OPCRf Key Result Areas (KRAs) Part I (A-C) and Part II (A & B)** will be released shortly by the Division Performance Management Team (PMT) Committee directly via the individual official email addresses of the concerned school leaders.
3. Upon receipt of the official ratings, all concerned School Heads and Assistant School Heads are strictly required to execute the following administrative actions:
 - a. Data Encoding: Manually input their respective validated rating scores per individual KRA, alongside the final Over-all Rating, directly into their digital OPCRf tool.
 - b. Development Planning: Thoroughly accomplish the prospective action frameworks under Part IV-A (Office Improvement Plan) and Part IV-B (Individual Development Plan) of the evaluation form.
 - c. Printing: Generate **at least (3) physical hard copies** of the fully completed OPCRf document.
4. Review, Routing, and Approval

Workflow:

Step 1 (Submission & Review): The finalized printed forms must be submitted to the Division Office specifically through the Monitoring and Evaluation (M&E)



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Section of the Schools Governance and Operations Division (SGOD) for technical review, verification, and data validation.

Step 2 (Final Approval): Following successful assessment by the M&E section, the documents will be formally routed to the Office of the Assistant Schools Division Superintendent for final signature and approval. Deadline: The absolute closing window for routing and submitting these completed forms is **June 16, 2026 (Tuesday)**.


5. Submission of OPCRf Commitments:

In conjunction with the performance review documents, the OPCRf Target Commitments for the ensuing cycle (School Year 2026–2027) must also be submitted.

Please be reminded that the deadline for the drafting and submission of these new commitments will be on **June 5, 2026 (Friday)**.

6. All other provisions and technical requirements of Division Memorandum No. 126, s. 2026 and No. 117, s. 2026, including the adherence to the Equal Opportunity Principle (EOP), remain in effect.

7. Immediate dissemination of and strict compliance with this Memorandum is directed


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SGOD/PMT/SMME/myd

OPCRf RPMS
SY 2025-2026



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