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

DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
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October 27, 2026

DIVISION MEMORANDUM
No. 361 , s. 2026

CONDUCT OF THE RECALIBRATION OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL HEADS SY 2026–2027

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Concerned Division Personnel
All Public Secondary and Elementary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 (Guidelines on the Implementation of the Results-Based Performance Management System [RPMS] in the Department of Education), and DepEd Order No. 24, s. 2020 (National Adoption and Implementation of the Philippine Professional Standards for School Heads [PPSSH]), this Office announces the conduct of the recalibration of the Office Performance Commitment and Review Form (OPCRF) for School Heads for SY 2026–2027 on November 5, 2026 at Hotel Monicon, El Salvador City.

2. The activity aims to review and approve justified adjustments/recalibrations to original OPCRF targets due to policy updates, emergency programs, or major shifts in school context.

2. Given the schedule leading to the November 5 review date, all concerned School Heads shall adhere to the task matrix below:

Timeline / Date	Phase & Activity	Required Outputs / Actions	Responsible Personnel
Oct 30 – Nov 4, 2026 (Immediate Preparation)	Pre-Review of the OPCRF target for SY 2026-2027	• Reviewed OPCRF Target/Commitment Form) 2026-2027 • Accomplish OPCRF Recalibration Justification Sheet (if applying for target changes).	All School Heads
November 5, 2026 (1:00 AM – 3:00 PM)	Recalibration of the Form	• Conduct a technical review of OPCRF targets. • Formalize target recalibrations.	Performance Management Team headed by PMT Chair
Nov 6–10, 2026	Post-Review Submission & Cascading	• Submit signed Recalibrated OPCRF	School Heads, Division HRD & M & E

3. Guidelines on Target Recalibration

Revisions to committed OPCRF targets are strictly subject to validation under the following rules: (Valid Grounds for Recalibration)

a. Unprogrammed national, regional, or division-mandated programs or special assignments added to the school head's responsibilities.
b. Realignments, delays, or emergency adjustments in school MOOE or external funding affecting project completion.
c. Force majeure, natural calamities, or unforeseen disruptions in school operations.

Documentary Requirement: Requests to modify targets must be supported by an OPCRF Recalibration Justification Sheet (Attachment No. 1) signed by the School Head, endorsed by the ASDS, and approved by the SDS.

4. School Heads must bring the following;

a. Approved Initial OPCRF for SY 2026–2027.
b. Duly filled-out OPCRF Recalibration Justification Sheet (Enclosure No. 1, if applicable).

5. Attendance of all Public-School Heads (Elementary and Secondary) is mandatory.

6. 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 account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

7. Immediate dissemination of and compliance with this Memorandum are directed.

RANDOLPH B. TORTOLA
Schools Division Superintendent

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

RPMS-OPCRF

SGOD/SMME/myd

Attachment: Annex F - DepEd OPCF (Revised 2021)

OFFICE PERFORMANCE CALIBRATION FORM (OPCF)

Mark an "x" on the appropriate box:

- YES, there is a need to calibrate the CY _____ OPCRF
- NO, there is no need to calibrate the CY _____ OPCRF

#	ORIGINAL OPCRF CONTENT (Based on approved OPCRF)	Proposed Amendment	Justification	Rater Remarks	PMT Recommendation
1.	Example – Weight per KRA: Obj 7 weight is 15%	Change Obj 7 weight to 20%	There was a need to adjust the weight for Obj. 7 due to reprioritization of the office	PAPs [ ] Approved [ ] Disapproved Remarks:	[ ] Recommended [ ] Not recommended Re

Prepared by:

_____

Name of Ratee/Position

Date:

Endorsed by:

_____

Name of Rater/Position

Date:

Approved by: _____

Name of Authority/Position
Date: