



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 25, 2026

DIVISION MEMORANDUM

No. 152 s. 2026

CLARIFICATION TO DIVISION MEMORANDUM NO. 604, S. 2025: SUBMISSION AND PRESENTATION OF THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) OF ELEMENTARY AND SECONDARY SCHOOL HEADS FOR THE SY 2025-2026

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
All Division Office Unit Heads
All Others Concerned

1. In reference to Division Memorandum No. 604, s. 2025 titled "Office Performance Commitment and Review Form (OPCRF) for Elementary and Secondary School Heads," and in support of the SDO Bulacan's continuing efforts to streamline performance management processes, promote teacher welfare, and ensure alignment with national policies, this Office issues the following clarifications on the submission and presentation of the Office Performance Commitment and Review Form (OPCRF) of Elementary and Secondary School Heads for the SY 2025-2026.

2. On the submission of the OPCRf:

- A. The **School Report Card (SRC)** shall serve as the primary and required document for presenting school performance and accomplishments. The School Report Card (SRC), as defined in DepEd Order No. 26, s. 2022 (*School Report Card (SRC) - refers to the reporting tool that provides stakeholders a snapshot of the school's current condition and performance with focus on: 1. school profile; 2. performance indicators measuring aspects of access, quality, and school governance; and 3. status of school projects*), shall be observed by School Heads, who are directed to adhere to its prescribed template and format as provided in DepEd Order No. 44, s. 2015.

Further, please note that there is no link provided to the template. Hence, all concerned are instructed to use the SRC template previously used in the past years as prescribed in DepEd Order No. 44, s. 2015. For performance indicators that are not reflected in or cannot be found in the School Report Card (SRC), they may be validated using other available means of verification and/or supporting evidence.



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- B.** School heads may still prepare and submit a newsletter or journal-type report on school performance and accomplishments. However, submission of such materials shall be **optional**, and a **PowerPoint presentation is no longer required**. Schools that have already initiated such practice may continue to do so, provided that teachers are not required or tasked to produce, contribute to, or craft such materials as part of compliance.
- C.** Submission of OPCRf shall focus on the accomplishment of indicators without requiring additional publication-type outputs.
- D. Submission of OPCRf, Consolidated Ratings, and Improvement and Development Plans**
To ensure systematic consolidation, validation, and documentation of OPCRf results, the following procedures shall be observed:

1. Submission by School Heads (Soft Copy)

All School Heads are hereby directed to:

- **Upload from April 06 to April 20, 2026**, to the designated Division Google Drive folder corresponding to their district:
 - The school's accomplished **OPCRf with the Improvement and Development Plan (IDPs)**; and
 - The **School Head's IPCRF**.
- To ensure alignment of performance targets and accomplishments, the Individual Performance Commitment and Review Form (IPCRF) of School Heads shall **reflect the same performance indicators, results, and content as those in their OPCRf**, to ensure congruence of performance indicators, targets, and accomplishments.
- Accordingly, School Heads shall generate a separate IPCRF document by reflecting the same validated entries from the OPCRf and save it as a distinct file using the prescribed filename: **SCHOOLID_NAMEOFSCHOOLHEAD_IPCRF2526**
- The submitted results shall serve as the basis for identifying priority areas for professional growth and development.
- School heads shall ensure that all submissions are:
 - Properly organized;
 - Uploaded in the correct district folder; and
 - Aligned with the prescribed template and official process provided by the Schools Division Office.
- For the OPCRf, use the prescribed file naming convention:
 - **SCHOOLID_OPCRf2526**
- Template to be used for the OPCRf Summary of Ratings:
 - **<https://tinyurl.com/SDOBulacanOPCRfMAR2026>**



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- Uploading Links:
 - OPCRf EDDIS 1:
<https://tinyurl.com/OPCRFEDDIS1>
 - IPCRF OF SHs EDDIS 1:
<https://tinyurl.com/IPCRFSCHOOLHEAEDDIS1>
 - OPCRf EDDIS 2:
<https://tinyurl.com/OPCRFEDDIS2>
 - IPCRF OF SHs EDDIS 2:
<https://tinyurl.com/IPCRFSCHOOLHEAEDDIS2>
 - OPCRf EDDIS 3:
<https://tinyurl.com/OPCRFEDDIS3>
 - IPCRF OF SHs EDDIS 3:
<https://tinyurl.com/IPCRFSCHOOLHEAEDDIS3>
 - OPCRf EDDIS 4:
<https://tinyurl.com/OPCRFEDDIS4>
 - IPCRF OF SHs EDDIS 4:
<https://tinyurl.com/IPCRFSCHOOLHEAEDDIS4>
 - OPCRf EDDIS 5:
<https://tinyurl.com/OPCRFEDDIS5>
 - IPCRF OF SHs EDDIS 5:
<https://tinyurl.com/IPCRFSCHOOLHEAEDDIS5>
 - OPCRf EDDIS 6:
<https://tinyurl.com/OPCRFEDDIS6>
 - IPCRF OF SHs EDDIS 6:
<https://tinyurl.com/IPCRFSCHOOLHEAEDDIS6>

2. Consolidation and Submission by PSDS (Soft Copy)

All Public Schools District Supervisors (PSDS) are hereby directed to:

- Consolidate the OPCRf and IPCRF of all School Heads within their district.
- To do this, prepare and upload to the Google Drive the following:
 - OPCRf Summary/Consolidated Ratings List;
 - IPCRF Summary/Consolidated Ratings List; and
 - Summary of Improvement and Development Plans (IDPs) of School Heads.
- Use the prescribed file naming convention:
 - DISTRICT_OPCRfCONSOLIDATEDRATINGS2526
- Template for the Consolidated OPCRf Ratings List
 - Template: **<https://tinyurl.com/OPCRfPSDSConsolidated>**
- Uploading Links:
 - **EDDIS 1: <https://tinyurl.com/OPCRfPSDSEDDIS1>**
 - **EDDIS 2: <https://tinyurl.com/OPCRfPSDSEDDIS2>**
 - **EDDIS 3: <https://tinyurl.com/OPCRfPSDSEDDIS3>**
 - **EDDIS 4: <https://tinyurl.com/OPCRfPSDSEDDIS4>**
 - **EDDIS 5: <https://tinyurl.com/OPCRfPSDSEDDIS5>**
 - **EDDIS 6: <https://tinyurl.com/OPCRfPSDSEDDIS6>**



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3. Submission to the Schools Division Office (Hard Copy)

All PSDS shall:

- Consolidate and Submit the following to the Division Office in **hard copies** with official transmittal **on or before April 30, 2026**:
 - OPCRFs of School Heads;
 - OPCRf Summary/Consolidated Ratings List; and
 - OPCRf Summary of Improvement and Development Plans (IDPs)
- MOVs shall be presented during the OPCRf validation in May 2026. MOV submission in either soft or hard copy prior to the validation shall no longer be required.

3. On the OPCRf Validation and Presentation:

A. In lieu of formal presentation activities, this Office shall adopt a **“Kumustahan Caravan Approach”** as the primary mechanism for OPCRf validation.

- A *Kumustahan Caravan* per District shall be conducted to facilitate performance review and validation.
- The Caravan shall be conducted in May 2026 to be led by the two Assistant Schools Division Superintendents (ASDS), with the participation of:
 - Chief Education Supervisors
 - Public Schools District Supervisors (PSDS)
- The activity shall focus on:
 - Open dialogue and reflective discussion on school performance
 - Validation of accomplishments based on the Report Card or newsletter/journal
 - Provision of technical assistance, coaching, and mentoring
- The approach shall be:
 - Developmental rather than evaluative in a punitive sense
 - Collaborative and supportive
 - Anchored on continuous improvement and shared accountability

B. To ensure systematic, efficient, and balanced conduct of the ***Kumustahan Caravan*** across all 31 districts, the following schedule and implementation arrangement shall be observed:

- The *Kumustahan Caravan* shall be conducted within May 2026, covering all 31 Districts of the Division.



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- The two (2) Assistant Schools Division Superintendents (ASDS), Ma'am Maria Celina L. Vega, CESO VI, and Dr. Jaime T. Tugade, CESE, RGC, shall lead the simultaneous conduct of the Caravan, as per DepEd Order No. 02, s. 2015, designating the Assistant Schools Division Superintendents as raters.
- The Caravan shall be implemented using a parallel scheduling scheme, wherein both ASDSs shall conduct district visits on the same scheduled dates to maximize time and resources. All elementary and secondary school heads within each district shall be covered in the scheduled visit; thus, implementation shall be on a district basis, with no separate schedules for elementary and secondary levels.
- The schedule is as follows:

DATE/ TIME	DISTRICT	ASDS	CES	PSDS
May 05, 2026 8:00AM to 12:00NN	- Bulakan - Calumpit North	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- Bustos	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 05, 2026 1:00PM to 5:00PM	- Calumpit South	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- Plaridel	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 06, 2026 8:00AM to 12:00NN	- Hagonoy East	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- DRT	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 06, 2026 1:00PM to 5:00PM	- Hagonoy West	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts



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	- Angat	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 07, 2026 8:00AM to 12:00NN	- Marilao North	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- San Rafael East	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 07, 2026 1:00PM to 5:00PM	- Marilao South	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- San Rafael West	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 12, 2026 8:00AM to 12:00NN	- Obando	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- San Ildefonso North	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 12, 2026 1:00PM to 5:00PM	- Balagtas	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- San Ildefonso South	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 13, 2026 8:00AM to 12:00NN	- Bocaue	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- San Miguel North - San Miguel South	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts



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May 13, 2026 1:00PM to 5:00PM	- Guiguinto	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- San Miguel Central	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 14, 2026 8:00AM to 12:00NN	- Pandi North	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- Norzagaray East	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 14, 2026 1:00PM to 5:00PM	- Pandi South	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- Norzagaray West	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 15, 2026 8:00AM to 12:00NN	- Pulilan	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- Sta. Maria East - Sta. Maria West	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts
May 15, 2026 1:00PM to 5:00PM	- Paombong	Maria Celina L. Vega, CESO VI	Dr. R. Blanco	Concerned PSDS in the Districts
	- Sta. Maria Central	Jaime T. Tugade, CESE, RGC	Dr. C. Custodio	Concerned PSDS in the Districts

- Mondays and Fridays within the implementation period shall serve as buffer days to accommodate adjustments, travel considerations, and other administrative requirements, like:
 - Follow-up discussions and technical assistance, if any
 - Consolidation, documentation, and validation of reports



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4. Ratee, Rater, and Approving Authority

In the interim, the Ratee-Rater-Approving Authority Matrix as provided in DM-OUHROD-2024-0586 titled "*Interim Guidelines on the Office Performance Planning and Assessment for FY 2024 Onwards, including the Revised Office Performance Commitment and Review Form*), shall be adopted in the evaluation of personnel.

Accordingly, the following shall be observed:

Ratee	Rater (Observer)	Approving Authority
School Head/Principal/ OIC/TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
Assistant School Principal	School Head	Assistant Schools Division Superintendent

Note: In case there is no applicable rater or approving authority in offices/ bureaus/ services/divisions/schools, the rater and the approving authority shall be adjusted accordingly, so that the next higher official shall perform such function.

5. Per Item 56 of DO No. 02, s. 2015, titled "*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education,*" any officials and personnel who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report.

This includes school heads who have been promoted to Principal I or designated as TIC or OIC. These individuals are required to submit both the OPCRf and IPCRF.

However, the suspension of RPMS through the issuance of DM-OSEC-2024-01 titled, "*Guidance on the Implementation of DepEd Results-Based Performance Management System Relative to Executive Order No. 61 (s. 2024) dated July 22, 2024, and its subsequent lifting through DM No. 17, s. 2025, issued last February 07, 2025, has superseded this requirement. During the transitory period for SY 2024-2025, affected school heads who have already met the minimum rating period of 90 days as TIC/OIC shall be required to submit the interim OPCRf in lieu of both OPCRf and IPCRF.*

6. All other provisions of Division Memorandum No. 604, s. 2025, not otherwise modified by this issuance, shall remain in full force and effect.


7. Expenses to be incurred in the conduct of the said activity shall be charged against local fund subject to the usual accounting and auditing rules and regulations.



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8. For other concerns and clarifications relative to the compliance with the OPCRf, concerned personnel may coordinate with Mr. Cristian Paul M. De Guzman, HRD SEPS, through email at cristianpaul.deguzman@deped.gov.ph or contact number at 0942-165-0528.

9. Immediate and wide dissemination of this Memorandum is directed for the information, guidance, and compliance of all concerned.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent 