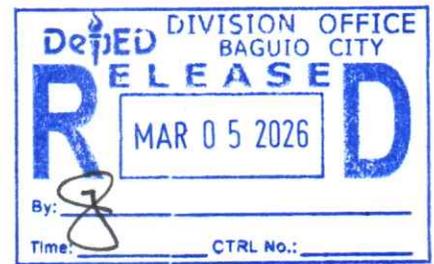




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



March 5, 2026

**DIVISION MEMORANDUM**

No. 176-2026

**GUIDANCE ON FILLING OUT THE ELECTRONIC OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF) FOR SCHOOL HEADS, SCHOOL HEAD DESIGNATES, AND INDIVIDUAL PERFORMANCE AND COMMITMENT REVIEW FORM (IPCRF) FOR ASSISTANT SCHOOL HEAD DESIGNATES SY 2025-2026**

To : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Section/Unit Heads  
 Public School Heads  
 Others Concerned

- In reference to DO No. 2, s. 2015, Phase III on Performance Review and Evaluation, this office announces the guidance on filling out the electronic Office Performance and Commitment Review Form (OPCRF) for School heads, School head designates, and Individual Performance and Commitment Review Form (IPCRF) for Assistant School head designates for SY 2025-2026.

E-OPCRF Link: [opcrf.depedbaguio.com](http://opcrf.depedbaguio.com)

- Please be guided with the instructions:

Parts	Component	Instructions
I-A (60%)	Commitment to Organizational Outcomes	a. Self-rating by School Heads b. Uploading of MOVs if applicable c. Validation by focals per indicator
I-B (20%)	Innovating and Intervening Accomplishments	To be filled out by School Heads based on their school innovation and intervention
I-C (20%)	Organizational Effectiveness	a. Self-rating by School Heads b. Validated by SDO focals
II-A (2.5%)	Leadership Competencies	a. To be rated by: - 1 Peer (School Head from another School) - 1 Teacher (in the same school) - 1 Non-teaching personnel (same school) - 1 PTA member (same school) b. To be consolidated by SDO PMT Secretariat
II-B (2.5%)	Core Behavioral Competencies	



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III	Summary of Ratings Ratee-Rater Agreement	To be accomplished by School Head signed by ratee and rater
IV-A	Office Improvement Plan	School Head to determine what the school needs to improve based from Part I accomplishments
IV-B	Individual Development Plan	School Head to determine what he/she needs to improve based from Part II competency ratings

3. Timeline for Guidance of School Heads and Designates:

Action	Timeline
1. Self-Rating and uploading of MOVs if applicable	March 9 to April 30, 2026
2. Rating by Peers, Teachers, Non-teaching personnel, and PTA member (Part II A and B)	May 4 to May 29, 2026 Link: <a href="https://tinyurl.com/OPCRF2025-2026Part2">https://tinyurl.com/OPCRF2025-2026Part2</a>
3. Online Validation by SDO PMT	June 1 to June 30, 2026
4. Rater Validation (ASDS)	July 1 to July 10, 2026
5. Approval by SDS	July 13 to July 17, 2026

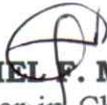
4. SDO PMT Secretariat to track progress per timeline:

PMT Committee Secretariat:	<b>Olivia O. Gomez, Planning Officer II</b>
	<b>Ma. Louella C. Moncada, Admin. Officer IV</b>

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

**SORAYA T. FACULO PhD, CESO V**  
 Schools Division Superintendent

For the Schools Division Superintendent:

  
**CARMEL F. MERIS**  
 Officer-in-Charge

Office of the Assistant Schools Division Superintendent