



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
 Superintendent

JUN 19 2025

MEMORANDUM

**VALIDATION PROCESS AND TIMELINE FOR OPCRF AND IPCRF
 WITH OUTSTANDING RATINGS**

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

1. In line with **DepEd Order No. 2, s. 2015 - Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education**, this Division initiates the conduct of Validation Process of all OPCRF of School Heads and IPCRF of Master Teachers and Head Teachers with Outstanding Ratings.

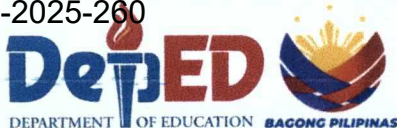
2. This activity aims to promote consistent and credible RPMS implementation, support continuous improvement, and provide feedback to guide future capacity-building and performance planning. Likewise, the outcomes of this validation process will contribute to the development of initiatives under the Division's Programs on Awards and Incentives for Service Excellence (PRAISE), anticipated to commence within the year.

3. Below is the timeline and the people involved, for reference:

School Heads' OPCRF Validation Timeline		
Date	Schools/District	Team of Validators
June 12, 2025	District 1 - Elementary	Lead: Dr. Lilia A. Ricero Members: Ms. Ivy M. Romano Dr. Hilario G. Canasa
June 13, 2025	District 2 - Elementary	Lead: Dr. Florante C. Marmeto Members: Atty. Erness Faith Regacho-Espanto Ms. Virma Amistoso
June 18, 2025	District 1- Secondary	Lead: Ms. Ma. Regaele A. Olarte Members: Mr. Joseph D. Nilo Dr. Ador B. Querubin
June 19, 2025	District 2-Secondary	Lead: Dr. Lilia A. Ricero Members: Ms. Ivy M. Romano Dr. Hilario G. Canasa

260

UN-2025-260



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Master Teachers and Head Teachers' IPCRF Validation Timeline		
Date	Schools/District	Team of Validators
June 24, 2025	District 1 - Elementary	Lead: Ms. Ma. Regaele A. Olarte Members: Mr. Joseph D. Nilo Dr. Ador B. Querubin
June 25, 2025	District 2 - Elementary	Lead: Dr. Florante C. Marmeto Members: Atty. Erness Faith Regacho-Espanto Ms. Virma Amistoso
June 27, 2025	District 1- Secondary	Lead: Dr. Lilia A. Ricero Members: Ms. Ivy M. Romano Dr. Hilario G. Canasa
June 30, 2025	District 2-Secondary	Lead: Dr. Florante C. Marmeto Members: Atty. Erness Faith Regacho-Espanto Ms. Virma Amistoso

- The validation process centers on carefully reviewing the authenticity and validity of the submitted Means of Verification (MOVs). There shall be no individual presentations; instead, the process will gently focus on reviewing the submitted documents that support the assigned ratings. This approach aims to ensure that all performance ratings are justly earned and truly reflective of one's accomplishments.
- It is also encouraged that, prior to the scheduled validation, the School Performance Management Team (SPMT) has already reviewed and confirmed the results of the internal ratings deliberation. This preparatory step will help facilitate a smoother and more focused validation process.
- Schools are not required to provide meals for validators, as the focus is on ensuring the integrity of the validation process.

260
UN-2025-260




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7. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.

For

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By


LILIA A. RICERO
OIC- Assistant Schools Division Superintendent
Officer-In-Charge

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

SCHOOL TEACHERS EVALUATION PERFORMANCE

IMR-OPCRF & IPCRF Validation_2025
260 /June 19, 2025

UN-2025-260