



411-SEPT-0896

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 18 2025

MEMORANDUM

**GUIDED PREPARATION OF THE OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM (OPCRF) UNDER PHASE II – PERFORMANCE
MONITORING AND COACHING**

To: 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. Pursuant to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System [RPMS]), the Division shall conduct guided technical assistance sessions for school heads in relation to Phase II – Performance Monitoring and Coaching. This phase ensures continuous support to achieve performance targets and improve alignment with organizational goals.

2. The sessions aim to:

- provide technical guidance in the accomplishment and preparation of the Office Performance Commitment and Review Form (OPCRF)-Phase II;
- ensure consistency, accuracy, and compliance of all school heads with RPMS standards; and
- foster a culture of coaching, mentoring, and performance monitoring among school leaders.

3. The Division Performance Management Team (DPMT) will personally visit the 28 school heads in their respective schools throughout October 2025. Visits will be conducted in pairs (2 school heads per day) to allow focused assistance. Each technical assistance session will run from 8:00 AM to 10:00 AM. The Public Schools District Supervisor (PSDS) in charge of the school shall also join the visit to provide additional support and guidance.


4. All school heads are enjoined to:

- prepare and ready the draft OPCRf and supporting documents prior to the visit;
- review the guidelines outlined in DepEd Order No. 2, s. 2015; and
- actively engage in the coaching and mentoring process with the DPMT



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5. A detailed schedule and implementation is attached as Annex A.
6. Queries and concerns relative to the aforementioned activity may be directed to *Ms. Phoebe R. Arroyo*, Senior Education Program Specialist - Planning and Research Division at 8829-23-08 loc. 120.
7. Immediate dissemination and compliance with this Memorandum are desired


VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: DO 2, s. 2015
To be indicated in the Perpetual Index
Under the following subjects:

PERFROMANCE

POLICY

PROCESS

PRA/ Guided Preparation of the Office Performance Commitment and Review Form (OPCRF) Under Phase II – Performance
Monitoring and Coaching
379/September 9, 2025

UN-2025-379



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Annex A

**Schedule and Implementation of Guided Preparation of the Office
Performance Commitment and Review Form (OPCRF) Under Phase II –
Performance Monitoring and Coaching**

Date	School Head	School
October 1, 2025	MRS. OLIVIA G. ELLOSO DR. ADOR B. QUERUBIN	Tunasan ES Muntinlupa Science HS
October 2, 2025	MRS. VILMA S. VILORIA DR. SHELLA C. NAVARRO	Tunasan National HS Muntinlupa ES
October 3, 2025	DR. MA. MYRA E. NAMIT DR. ROSENDO E. SANGALANG	Itaas ES Muntinlupa National HS
October 6, 2025	DR. RAUL T. FELIX MRS. MA. REGAELE A. OLARTE	Poblacion ES Poblacion National HS
October 7, 2025	MR. REYNALDO O. COMISARIO MR. HILARIO G. CANASA	Victoria Homes ES Putatan ES
October 8, 2025	DR. LOUIE M. VALDEZ MRS. MARIA HAZEL B. HERNANDEZ	Lakeview Integrated School F. de Mesa ES
October 9, 2025	DR. ANTONIO C. GAGALA DR. MARISSA M. ANDANZA	Soldiers' Hills ES ALS Center
October 10, 2025	MS. JOCELYN A. MORALES DR. JANE MAY C. VALBUENA	Bayanan ES Main Bayanan ES Unit I
October 13, 2025	DR. ANTONIO B. ROCHA MRS. ALMA O. BITUIN	Pedro E. Diaz HS Filinvest Alabang ES
October 14, 2025	DR. MA. AURORA S. BARTOLABA MR. EDIZER S. LAQUEO	Alabang ES Cupang ES
October 15, 2025	MR. JASON B. ALBARO MR. REYNANTE H. ESPELETA	Cupang SHS Muntinlupa Business HS Main
October 16, 2025	MRS. MARIE ANN R. ESMERIA DR. JENNIFER S. JOSON	Buli ES Sucat ES Main
October 17, 2025	MRS. JINKY DC. SANTOS DR. JAY BOY E. EVANO	Muntinlupa Business HS Annex Sucat Senior HS
October 20, 2025	MS. HAYDE F. GUCOR	Sucacat ES Sitio Pagkakaisa-Zone 4 Sucat ES Sitio Pagkakaisa-Zone 3
October 21, 2025	MRS. MARICEL S. LUMIO MR. FELIPE W. MARAPAO JR.	Cupang ES Annex Bagong Silang ES