



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 09 2025

MEMORANDUM  
No. 514, s. 2025

**CHANGES IN SCHEDULE OF THE 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. In reference to Division Unnumbered Memorandum No. 2025-379 titled “Guided Preparation of the Office Performance Commitment and Review Form (OPCRF) under Phase II – Performance Monitoring and Coaching” and Division Memorandum No. 498, s. 2025, this Office informs all concerned of the updated schedule of the guided technical assistance sessions for school heads. The sessions originally scheduled on earlier dates have been adjusted to new dates to ensure adequate time for preparation and coaching.

2. The revised schedule of school visits is reflected in the attached matrix. All concerned are advised to take note of their new schedules and make the necessary adjustments to ensure their availability during the Division Performance Management Team’s (DPMT) visit.

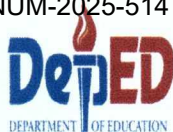
3. In line with this, all school heads are reminded to submit their accomplished OPCRf through the official online submission link: <https://bit.ly/OPCRF-SCHOOLHEAD-SY2025-2026>.

4. Process of the guided preparation:

- The DPMT will visit the school within the day, preferably 1:00 PM to 3:00 PM;
- School heads must prepare a printed copy of OPCRf Annex E with initial rating;
- Initial MOVs per Key Result Area (KRA) must be prepared and arranged accordingly; and
- The Performance Monitoring and Coaching Form (PMCF) will be utilized to track and record significant incidents both positive and negative, which will be observed and documented during the session.

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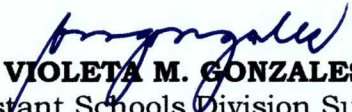
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5. In the event that face-to-face sessions cannot be conducted due to unforeseen circumstances, the activity shall instead be carried out through an online modality to ensure its continuous implementation.
6. Immediate dissemination of, and strict compliance with this Memorandum is hereby directed.

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

Enclosure: none

References: as stated

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

PERFORMANCE

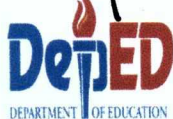
POLICY

PROCESS

PRA/DM/ Changes in Schedule of the Guided Preparation of the Office Performance Commitment and Review Form (OPCRF) under Phase II – Performance Monitoring and Coaching

514 \_\_\_\_\_/October 6, 2025

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Updated Schedule of Guided Preparation Sessions

Date	School Head	School	DPMT Involved
October 9, 2025	Mrs. Olivia G. Elloso Dr. Ador B. Querubin	Tunasan ES Muntinlupa Science HS	Dr. Lilia A. Ricero Ms. Ma. Regaele A. Olarte
October 10, 2025	Mrs. Vilma S. Vioria Dr. Shella C. Navarro	Tunasan National HS Muntinlupa ES	Dr. Lilia A. Ricero Ms. Ma. Regaele A. Olarte
October 13, 2025	Dr. Ma. Myra E. Namit Dr. Rosendo E. Sangalang	Itaas ES Muntinlupa National HS	Dr. Lilia A. Ricero Ms. Ma. Regaele A. Olarte
October 14, 2025	Dr. Raul T. Felix Mrs. Ma. Regaele A. Olarte	Poblacion ES Poblacion National HS	Dr. Lilia A. Ricero Ms. Ma. Regaele A. Olarte
October 15, 2025	Mr. Reynaldo O. Comisario Mr. Hilario G. Canasa	Victoria Homes ES Putatan ES	Dr. Lilia A. Ricero Ms. Ma. Regaele A. Olarte
October 16, 2025	Dr. Louie M. Valdez Mrs. Maria Hazel B. Hernandez	Lakeview Integrated School F. de Mesa ES	Dr. Lilia A. Ricero Dr. Florante C. Marmeto
October 17, 2025	Dr. Antonio C. Gagala Dr. Marissa M. Andanza	Soldiers' Hills ES ALS Center	Dr. Lilia A. Ricero Dr. Florante C. Marmeto
October 20, 2025	Ms. Jocelyn A. Morales Dr. Jane May C. Valbuena	Bayanan ES Main Bayanan ES Unit I	Dr. Lilia A. Ricero Dr. Florante C. Marmeto
October 21, 2025	Dr. Antonio B. Rocha Mrs. Alma O. Bituin	Pedro E. Diaz HS Filinvest Alabang ES	Dr. Lilia A. Ricero Dr. Florante C. Marmeto
October 27, 2025	Dr. Ma. Aurora S. Bartolaba Mr. Edizer S. Laqueo	Alabang ES Cupang ES	Dr. Lilia A. Ricero Ms. Phoebe R. Arroyo
October 28, 2025	Mr. Jason B. Albaro Mr. Reynante H. Espeleta	Cupang SHS MBHS Main	Dr. Lilia A. Ricero Ms. Phoebe R. Arroyo
November 6, 2025	Mrs. Marie Ann R. Esmeria Dr. Jennifer S. Josen	Buli ES Sucat ES Main	Dr. Lilia A. Ricero Ms. Phoebe R. Arroyo
November 7, 2025	Mrs. Jinky D. Santos Dr. Jay Boy E. Evano	MBHS-Sucac Annex Sucac Senior HS	Dr. Lilia A. Ricero Dr. Florante C. Marmeto
November 8, 2025	Ms. Hayde F. Gucor	SESA-Zone 3 SESA-Zone 4	Dr. Lilia A. Ricero Ms. Phoebe R. Arroyo
November 9, 2025	Mrs. Maricel S. Lumio Mr. Felipe W. Marapao jr.	Cupang ES Annex Bagong Silang ES	Dr. Lilia A. Ricero Ms. Phoebe R. Arroyo