



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools  
Division Superintendent


DEC 12 2025

**MEMORANDUM**

**SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE TARGETS  
FOR FY 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is Memorandum from Engr. Allan A. Cachuela, City Administrator dated December 3, 2025, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. The deadline of submission is on or before December 19, 2025 (Friday).
3. For strict compliance and wide dissemination of this Memorandum is desired.

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

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

MB/NAV/DM – SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE TARGETS FOR FY 2025  
523/ December 10, 2025



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Performance Management Team**

**MEMORANDUM**

**TO: ALL HEADS AND EMPLOYEES OF CITY GOVERNMENT DEPARTMENTS/OFFICES**

**DATE: DECEMBER 03, 2025**

**SUBJECT: SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE TARGETS FOR F.Y. 2026**


Pursuant to **Civil Service Commission Memorandum No. 06, Series of 2012** and the **Strategic Performance Management System (SPMS)** implementation in the City Government of Muntinlupa, all heads of offices/departments and city government employees are hereby directed to submit the following **Targets for the Period January 1, 2026 to December 31, 2026**, to wit:

NO	FILE	INSTRUCTIONS	PERSON-IN-CHARGE
1.	IPCR	Submit the <b>PDF soft copy</b> in a flash drive with the filename: <b>LN_FN_MI_January to December 2026 Targets</b>	<b>CHRMD:</b> Look for Ms. Thelma or Ms. Lyra
2.	OPCR	Submit the targets in <b>hard copy</b>	<b>CPDO:</b> Look for Ms. Pam and Sir Rian

**The deadline of submission** is on or before **December 19, 2025 (Friday)**. Please refer to the attached reminders/instructions to be observed for further guidance.

Relative to this, please take note of PMT Resolution No. 09, Series of 2024 on the standardized IPCR indicators for Drivers and PMT Resolution No. 10, Series of 2024 on the OPCR Rating Computation Guide, we are providing the **standardized template to be included in the respective OPCR targets of all Revenue-Generating offices**. Said offices shall include the MFO provided in the template to strictly monitor **collection efficiency** as part of their performance.

For your information and compliance.

  
**ENGR. ALLAN A. CACHUELA**  
City Administrator  
PMT Chairperson

CENTRAL RECORDS OFFICE  
RECEIVED  
Thelma Yap  
DATE: 4 DEC. 2025 TIME: 2:21 pm



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Performance Management Team**

**REMINDERS AND INSTRUCTIONS ON OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) and INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) TARGETS FOR FY 2026**

- The **IPCR form** must **ONLY** be signed at the first page by the employee, immediate supervisor, and head of office/department.
- The **OPCR form** must **ONLY** be signed at the first page by the head of office/department. No OPCR targets will be accepted by the City Administrator's Office for signing.
- All OPCR targets **must include a generalized function for the administrative division's function**. Please take note that it is crucial for the computation of IPCR during the rating period.
- Ensure **compliance** to PMT Resolution No. 09, Series of 2024 providing for the standardized **IPCR performance indicators for city government drivers**. (Please see attached template). Meanwhile, the standardized IPCR performance targets for Administrative Officers (AOs) are still pending for PMT's deliberation and approval. Hence, IPCR performance indicators/targets for AOs shall be *status quo (as is)*, as long as mutually agreed upon between the AO and his/her Head of Office.
- Per the attached template, ensure **inclusion of the standardized performance indicators (Revenue Collection Function) in the respective OPCR of all Revenue Generating offices**. Official reports on collection efficiency shall be sourced from the City Treasurer's Office.
- All attachments can be accessed through this link: <https://tinyurl.com/SPMS-2025>

SDS



SDO Muntinlupa <sdo.muntinlupa@gmail.com>

# SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE TARGETS FOR FY 2026

1 message

CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>  
Bcc: sdo.muntinlupa@gmail.com

Thu, Dec 4, 2025 at 4:23 PM

**TO: ALL HEADS AND EMPLOYEES OF CITY GOVERNMENT DEPARTMENTS/OFFICES**

Dear Ma'am/Sir:

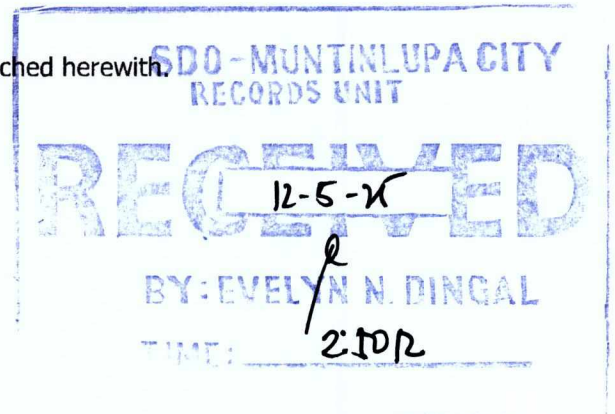
Greetings!

In line with the above subject matter, please refer to the file attached herewith.

Thank you very much.

**KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.**

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**ERICA SILPEDES**

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

[recordsmgtooffice@gmail.com](mailto:recordsmgtooffice@gmail.com) | [records@muntinlupacity.gov.ph](mailto:records@muntinlupacity.gov.ph)

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