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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 07 2026

OFFICE MEMORANDUM

**VALIDATION & FINALIZATION OF THE
INDIVIDUAL PERFORMANCE & COMMITMENT RATING FORMS (IPCRF)
OF NON-TEACHING AND TEACHING RELATED PERSONNEL FOR CY 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. In accordance with **DepEd Order No. 2, s. 2015**, which governs the **Results-Based Performance Management System (RPMS)** cycle, all functional offices are advised to conduct the Performance Review and Evaluation as the final phase of the performance management process for Calendar Year 2025. This activity aims to assess and finalize the performance levels of offices and individual employees based on their approved commitments and performance measures, as reflected in their duly accomplished and signed Individual Performance Commitment and Review Forms (IPCRF).
2. In support of this, the Division Performance Management Team (PMT), led by the Assistant Schools Division Superintendent, shall conduct the validation and finalization of all personnel IPCRFs, with particular focus on those with Outstanding ratings.
3. The validation timeline and composition of validation teams are indicated below for guidance and reference:

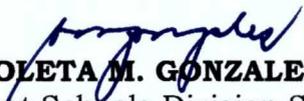
IPCRF Validation Timeline		
Date / Conference	Functional Division	Team of Validators
January 9, 2026 10:00 to 12:00 PM at SDO Activity Area	Curriculum and Implementation Division (CID)	Lead: Dr. Lilia A. Ricero Members: Dr. Florante C. Marmeto Ms. Ma. Regaele A. Olarte Ms. Noemi A. Valdez
January 12, 2026 10:00 to 12:00 PM at BAC Conference Room	School Governance and Operations Division (SGOD)	Ms. Virma U. Amistoso Ms. Karina Medina Mr. Joseph D. Nilo Ms. Angela M. Francisco
January 12, 2026 1:00 to 3:00 PM at BAC Conference Room	Office of the Schools Division Superintendent (OSDS)	Atty. Faith Erness R. Espanto Secretariat: Ms. Ivy M. Romano Support Staff: Andres F. Sicam

4. The validation process shall focus on the thorough review of the authenticity and validity of the submitted Means of Verification (MOVs). There shall be no individual presentations during the validation. Instead, the process will center on the careful examination of the supporting documents corresponding to the assigned ratings to ensure that all performance ratings are fair, evidence-based, and reflective of actual accomplishments.

5. All raters are strongly encouraged to review and confirm the results of the internal ratings deliberation prior to the scheduled validation. This preparatory step is intended to facilitate a more efficient, focused, and orderly validation process.

6. Prior to the conduct of the validation and finalization, all personnel are enjoined to attend the **IPCRF Online Learning Session for SDO Personnel** scheduled on **January 8, 2026, at 2:00 PM**. The Microsoft Teams link shall be disseminated through the official group chats, for reference.

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


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

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

SCHOOL	EMPLOYEES	EVALUATION
PERFORMANCE		

IMR/ IPCRF Validation_2025
_____ January 6, 2025