



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

Office of the Schools Division
Superintendent

JAN 14 2026

OFFICE MEMORANDUM

**SIGNING AUTHORITIES FOR THE INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM OF THE OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT (OSDS)**

To: Assistant Schools Division Superintendent
Administrative Officer V
Unit Heads
All Others Concerned

1. In compliance with DepEd Order No. 2, s. 2015, titled, **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System in the Department of Education**, this Office hereby informs all concerned of the designated Signing Authorities for the Individual Performance Commitment and Review Form (IPCRF) of personnel under the Office of the Schools Division Superintendent (OSDS).
2. To ensure uniformity and proper implementation of the RPMS, the detailed Signing Authorities are reflected in Annex A. All concerned personnel are directed to follow the guidelines accordingly and ensure the timely completion, review, and approval of their IPCRFs.
3. Immediate and wide dissemination of the Memorandum is earnestly desired.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

References: As stated.

Encl.: As stated.

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

PERSONNEL PERFORMANCE

NDE/Signing Authorities for the Individual Performance Commitment and Review Form of the Office of the Schools Division Superintendent (OSDS)

_____/January 13, 2026





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Annex A

RATEE	RATER	APPROVING AUTHORITY
Legal Officer	Assistant Schools Division Superintendent	Schools Division Superintendent
Information Technology Officer (ITO)		
Accountant		
Budget Officer		
Administrative Officer V		
Unit Heads <ul style="list-style-type: none">• Cash Unit• Personnel Unit• Procurement Unit• Records Unit• Supply Unit	Administrative Officer V	Assistant Schools Division Superintendent
Office of the Schools Division Superintendent Personnel <ul style="list-style-type: none">• Accounting Unit• Cash Unit• ICT Unit• Legal Unit• Personnel Unit• Procurement Unit• Records Unit• Supply Unit	UNIT HEAD	Administrative Officer V