



ALL - APP - 0174

Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

13-04-2026

MEMORANDUM

**VALIDATION PROCESS AND TIMELINE FOR OPCRF AND IPCRF
WITH OUTSTANDING RATINGS**

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
All Others Concerned

1. In line with **DepEd Order No. 2, s. 2015 – Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education**, this Division initiates the conduct of Validation Process of all OPCRF of School Heads and IPCRF of Master Teachers and Head Teachers with Outstanding Ratings.

2. This activity aims to promote consistent and credible RPMS implementation, support continuous improvement, and provide feedback to guide future capacity-building and performance planning. Likewise, the outcomes of this validation process will contribute to the development of initiatives under the Division’s Programs on Awards and Incentives for Service Excellence (PRAISE), anticipated to commence within the year.

3. Below are the timeline and the people involved, for reference:

School Heads’ OPCRF Validation Timeline		
DATE	Schools/District	Team of Validators
May 27-29, 2026	District 1 - Elementary	Lead: Dr. Florante C. Marmeto Members: Atty. Erness Faith Regacho-Espanto Ms. Virma Amistoso
	District 2 – Elementary	Lead: Dr. Lilia A. Ricero Members: Ms. Noemi A. Valdez Ms. Ivy M. Romano
June 3-5, 2026	District 1 – Secondary	Lead: Ms. Ma. Regalee A. Olarte Members: Mr. Joseph D. Nilo Ms. Ivy M. Romano
	District 2 - Secondary	Lead: Dr. Lilia A. Ricero Members: Atty. Erness Faith Regacho-Espanto Ms. Noemi A. Valdez

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Master Teachers and Head Teachers' IPCRF Validation Timeline		
Date	Schools/District	Team of Validation
June 10-11, 2026	District 1 – Elementary	Lead: Dr. Lilia A. Ricero Members: Ms. Noemi A. Valdez Ms. Ivy M. Romano
	District 2 – Elementary	Lead: Dr. Florante C. Marmeto Members: Atty. Erness Faith Regacho-Espanto Ms. Virma Amistoso
June 17-19, 2025	District 1 - Secondary	Lead: Ms. Ma. Regaele A. Olarte Members: Mr. Joseph D. Nilo Ms. Ivy M. Romano
	District 2 - Secondary	Lead: Dr. Lilia A. Ricero Members: Atty. Erness Faith Regacho-Espanto Ms. Noemi A. Valdez


4. The validation process centers on carefully reviewing the authenticity and validity of the submitted Means of Verification (MOVs). There shall be no individual presentations; instead, the process will gently focus on reviewing the submitted documents that support the assigned ratings. This approach aims to ensure that all performance ratings are justly earned and truly reflective of one's accomplishments.

5. It is also encouraged that, prior to the scheduled validation, the School Performance Management Team (SPMT) has already reviewed and confirmed the results of the internal ratings deliberation. This preparatory step will help facilitate a smoother and more focused validation process.

6. Please note that all electronic IPCRF must be finalized and uploaded in the eIPCRF Portal on or before **June 30, 2026**. As the process of validation and uploading of eIPCRF, kindly refer to the *Division Unnumbered Memorandum 2026 – 071 - Strict Compliance with the Prescribed Procedures on the Accomplishment, Validation, and Uploading of the Electronic Individual performance & Commitment Review Forms (eIPCRF) dated February 10, 2026*.

7. Schools are not required to provide meals for validators, as the focus is on ensuring the integrity of the validation process.

8. Immediate, wide dissemination of, and strict 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: As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

SCHOOL TEACHERS EVALUATION PERFORMANCE

IMR/ Validation of OPCR and IPCRF
 – April 7, 2026