



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 16 2026

MEMORANDUM

**PREPARATION OF THE OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM (OPCRF) 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
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015, titled (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System [RPMS]), this Office announces the conduct of the aforementioned activity on June 29, 2026, at the 4th Floor SDO Activity Center, Student Center For Life Skills (SCLS) Building, starting at 9:00 am onwards.
2. The activity aims to:
 - align individual and organizational targets with the strategic directions of the Division;
 - simplify and finalize the office commitment for the Fiscal Year 2026; and;
 - provide technical assistance in the preparation, vetting, and completion of the OPCRf templates.
3. Attached is the indicative program of activities for reference.
4. Immediate dissemination and 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: DO 2, s. 2015
To be indicated in the Perpetual Index
Under the following subjects:

PERFORMANCE

POLICY

PROCESS

PRA/ Preparation of the Office Performance Commitment and Review Form (OPCRF) 2026

244 /June 15, 2026



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

Indicative Program of Activities

TIME	ACTIVITIES
8:30 - 9:00 a.m.	Part I - Registration
9:01 – 9:30 a.m.	Part II - Opening Program Philippine National Anthem Opening Prayer : AVP Presentation of the Participants: Ms. PHOEBE R. ARROYO SEPS, Planning and Research Statement of Purpose: Ms. MA. REGAELE A. OLARTE Chief Education Supervisor, SGOD Welcome Remarks : Dr. VIOLETA M. GONZALES, CESO V OIC - Schools Division Superintendent
9:31 – 10:00 a.m.	Context Setting Dr. VIOLETA M. GONZALES, CESO V OIC - Schools Division Superintendent
10:01 – 10:10 a.m.	HEALTH BREAK
STEP-BY-STEP GUIDE IN ACCOMPLISHING THE OPCR FORM	
10:11 – 11:00 a.m.	Interim Guidelines on the Office Performance Management for FY 2024 Onwards / Objectives Ms. MA. REGAELE A. OLARTE Chief Education Supervisor, SGOD
11:01 – 11:30 a.m.	Quality Basic Education Development Plan (Q-BEDP) Indicators PHOEBE R. ARROYO SEPS, Planning and Research
11:31 a.m. – 12:00 NN	Budget Execution Document (BED) 2/PHYSICAL TARGET JOSEPH D. NILO Planning Officer II
12:01 – 1:00 p.m.	LUNCH BREAK
1:01 – 1:30 p.m.	Understanding QET Dr. FLORANTE C. MARMETO Chief Education Supervisor, CID
Part IV – CLOSING CEREMONY	