



AK-JUNE-0933

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 24 2026

MEMORANDUM

**CONDUCT OF THE MIDYEAR REVIEW OF INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (IPCRF) OF SDO PERSONNEL
FOR CY 2026**

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

- Pursuant to the provisions of DepEd Order 2, s. 2015 on the Guidelines on the Establishment of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office shall conduct the **Midyear Review of the Individual Performance Commitment and Review Form (IPCRF) of all SDO Personnel** to assess accomplishments, monitor progress against agreed targets, identify performance gaps, and provide necessary interventions and support for the remaining performance period.
- The Midyear Review shall be conducted with the respective personnel and the **Chairperson of the Performance Management Team (PMT)** on the following schedule:

Functional Division	Date and Time	Venue
Office of the Schools Division Superintendent (OSDS)	July 1, 2026, 8:00 AM to 5:00 PM	SDO Activity Area
Curriculum Implementation Division (CID)	July 6, 2026, 8:00 AM to 5:00 PM	SDO Activity Area
Schools Governance and Operations Division (SGOD)	July 7, 2026, 8:00 AM to 5:00 PM	SDO Activity Area

- All raters shall ensure the attendance of all concerned personnel and facilitate the preparation of the necessary documents to support the conduct of the Midyear Review.
- The activity aims to strengthen performance monitoring and coaching, ensure alignment of individual targets with organizational goals, and provide opportunities for continuous performance improvement.
- All non-teaching personnel are advised to bring their duly accomplished Midyear Review Forms, including supporting documents and evidence of accomplishments, for discussion and validation during the review process.

255

UN-2026-255




Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

18601-2 CT



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

6. Immediate dissemination of, and strict compliance to this Memorandum are directed.


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

PERFORMANCE

EVALUATION

EMPLOYEE

IMR/ Midyear Review
255 June 23, 2026

UN-2026-255