



AK-July-0497

Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 316, s. 2026

**RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)- OFFICE
PERFORMANCE COMMITMENT REVIEW FORM (OPCRF) PROCESS FLOW
FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Schools Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
All Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In accordance with DepEd Order No. 2, s. 2015, entitled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Memorandum prescribes the RPMS-OPCRF Process Flow for School Heads to ensure the uniform implementation of performance planning, commitment, monitoring, evaluation, approval, and filing of the Office Performance Commitment and Review Form (OPCRF).

2. The RPMS-OPCRF process flow aims to:

- establish a standardized procedure in the preparation and accomplishment of the OPCRF;
- ensure alignment of performance targets with the office mandate, Programs, Projects, and Activities (PPAs), and division priorities;
- provide clear procedures for performance monitoring, coaching, and evaluation;
- ensure the timely submission, validation, approval, and filing of accomplished OPCRFs; and
- strengthen accountability and transparency in the implementation of the RPMS.

3. The RPMS-OPCRF shall be implemented through the following phases:

Phase 1: Performance Planning and Commitment (May)

During this phase, one month before the opening of classes, the School Head (Ratee) and the Rater shall:

- prepare and discuss the OPCRF based on approved office mandates, functions, PPAs, and division priorities;



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- agree on the performance targets, success indicators, standards, timelines, and the appropriate Means of Verification (MOVs) that shall be used during evaluation;
- revise and resubmit the OPCRf if the proposed targets are not aligned with the office mandate, PPAs, and division priorities; and
- sign the OPCRf once the targets and indicators have been finalized and agreed upon.

Note: During this phase, the MOVs are identified and agreed upon only. Actual submission of MOVs shall be required during the Performance Review and Evaluation Phase

Phase II – Performance Monitoring and Coaching (July-November)
During the implementation period, the Rater shall:

- conduct regular monitoring and coaching sessions;
- review the progress of target implementation;
- discuss accomplishments, challenges, and interventions;
- provide technical assistance and feedback; and
- document significant developments and agreed actions in accordance with existing RPMS guidelines.

Phase III – Performance Review and Evaluation

Phase IV – Performance Rewarding and Development Planning (April)

At the end of the rating period:

- the School Head shall accomplish the OPCRf and submit the agreed MOVs;
- the Records Section/Receiving Office shall receive, log, and forward the documents to the SGOD-P&R/Division Performance Management Team (PMT);
- the SGOD-P&R/Division PMT shall validate the completeness and compliance of the submitted documents;
- incomplete submissions shall be returned to the concerned School Head for correction and resubmission;
- the Rater shall evaluate the accomplishments against the agreed targets and MOVs and assign the appropriate ratings;
- when necessary, the Rater may require additional clarification or supporting evidence from the School Head;
- the Approving Authority shall review and approve the final performance rating;



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- the Rater and the School Head shall conduct the performance feedback and discussion; and
 - the Personnel Unit shall record, file, and archive the approved OPCRf in accordance with records management policies.
4. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

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

PERFORMANCE

PROCESS

REVIEW

PRA/Results-Based Performance Management System (Rpms)- Office Performance Commitment Review Form (OPCRF)
Process flow for School Heads
316 /July 14, 2026

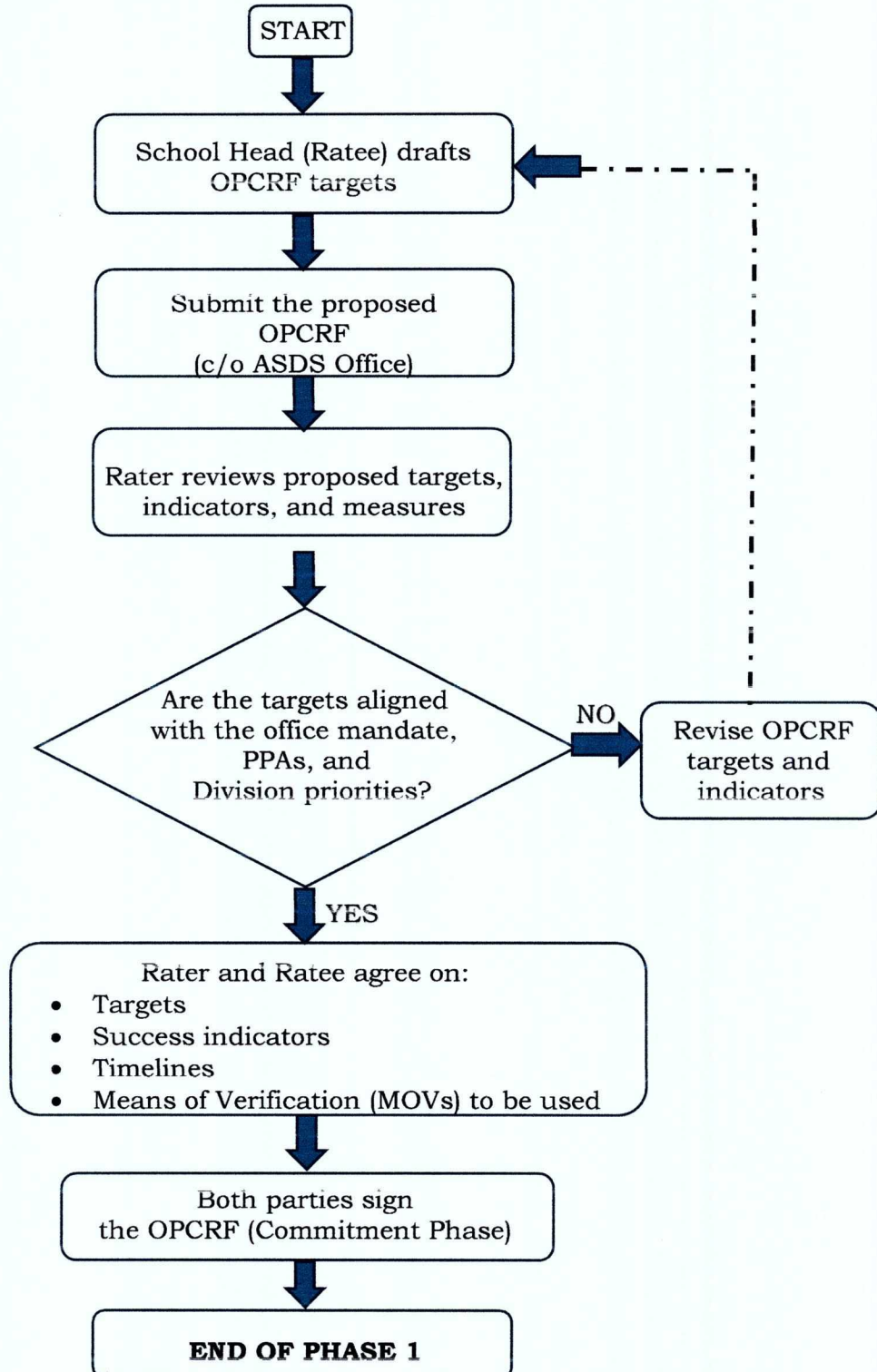
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RPMS-OPCRF PROCESS FLOW

Phase 1 – Performance Planning and Commitment (May)



**Phase 2: Performance Monitoring and Coaching – Mid-Year Review
(July – November)**

School Head
implements
the agreed targets

Rater conducts
monitoring and
coaching

Review the progress
of target
implementation

Issues and
interventions
are discussed

Necessary
adjustments
are documented
following RPMS
guidelines

Phase 3 : Performance Review and Evaluation & Phase 4: Performance Rewarding and Development Planning – Year End Results (April)

