



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

**SUBMISSION OF OFFICE PERFORMANCE COMMITMENT REVIEW FORM
(OPCRF) SY 2026-2027 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, and the RPMS-OPCRF Process Flow for School Heads, all School Heads/OICs are directed to accomplish and submit their Office Performance Commitment and Review Form (OPCRF) for SY 2026–2027 on or before August 28, 2026. All School Heads/OICs are requested to ensure that their OPCRFs are properly accomplished and signed before submission.
2. The OPCRF shall be based on the school's functions, Programs, Projects, and Activities (PPAs), and Division priorities. The targets, success indicators, timelines, and Means of Verification (MOVs) shall be properly identified and agreed upon with the concerned Rater.
3. The following shall be observed in the submission of the OPCRF:
 - a. The School Head shall submit the proposed OPCRF through the Office of the Assistant Schools Division Superintendent (ASDS) for review of the proposed targets, indicators, and measures;
 - b. The Rater and Ratee shall agree on the performance targets, success indicators, timelines, and MOVs to be used during the performance evaluation;
 - c. The OPCRF shall be revised and resubmitted when the proposed targets and indicators are found to be not aligned with the office mandate, PPAs, and Division priorities;
 - d. The School Head and Rater shall sign the OPCRF once the targets and indicators have been finalized and mutually agreed upon; and



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e. During the Performance Planning and Commitment Phase, the MOVs shall only be identified and agreed upon. The actual submission of MOVs shall be required during the Performance Review and Evaluation Phase

4. Immediate and strict compliance with this Memorandum is desired


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/Submission of Office Performance Commitment Review Form (OPCRF) SY 2026-2027 For School Heads
319 /August 13, 2026