



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 668599	TIME: 4:47 PM
BY: _____	DATE: 12 Jan 2026
RELEASED	

12 January 2026

DIVISION MEMORANDUM

No. **018**, s. 2026

SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF) OF DIVISION OFFICE PERSONNEL FOR FY 2025

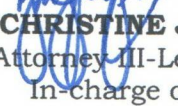
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor/District In-Charge
Public Schools Elementary School Heads
All Others Concerned
This Division

1. In line with ensuring timely performance assessment and documentation, all **division office personnel** are hereby directed to accomplish and submit their **Individual Performance Commitment and Review Form (IPCRF) and Office Performance Commitment and Review Form (OPCRF)** for Fiscal Year 2025.
2. The accomplished **IPCRF and OPCRf (in signed PDF and EXCEL format)** must be uploaded to the **official OneDrive folder** provided by the Schools Division Office. A copy furnished of the said document shall also be submitted to the personnel section. This centralized uploading ensures accurate tracking and consolidation of individual performance data.
3. To Please observe the following instructions:
 - Rename your file as: **(Functional Division_Section_Surname_First Name)** (e.g., *SGOD_HRD_DelaCruz_Juan.pdf*)
 - Upload the signed PDF and EXCEL file via the OneDrive link below: <https://tinyurl.com/SDO-IPCRF-OPCRF-FY2025>
 - Ensure your IPCRF/OPCRF is signed and duly approved by your rater and approving authority.
4. The **deadline for Submission of** the IPCRF and OPCRf is on or before **January 15, 2026. Uploading may be done on January 19, 2026.** Duly signed **Performance Contract with Individual Work Plan (IWP)** shall be submitted on **January 30, 2026.** Late submissions may impact the timely validation and rating of individual performance.
5. This submission forms an essential part of the **PMES cycle**, which enables evidence-based performance assessment, recognition, and capacity-building for DepEd personnel.

6. For concerns or clarifications, please contact the **Human Resource Development Section – SGOD** through hrd.zambosibugay@deped.gov.ph or contact us at 09685210917.
7. For immediate dissemination and strict compliance.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


ATTY. CHRISTINE JOYCE S. PACO
Attorney III-Legal Officer
In-Charge of Office

Enc.: As stated

References: Performance Management Evaluation System (PMES)

To be indicated in the perpetual index under the subject:

IPCRF PERFORMANCE MANAGEMENT UPLOADING

ZS-DM-SGOD-HRD-2026-01-007-0

AMG-20260112