



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

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**Office of the Schools Division
 Superintendent**

March 25, 2026

DIVISION MEMORANDUM
 NO. **186**, s. 2026

**2025-2026 END OF SCHOOL YEAR PERFORMANCE
 MANAGEMENT ACTIVITIES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors/District In-Charge
 Public Secondary and Elementary School Heads
 Public Secondary and Elementary Teachers

1. Consistent with the guidelines in the implementation of Results-Based Performance Management System (RPMS), the Schools Division of Zamboanga Sibugay announces the schedule of SY 2025-2026 year-end performance evaluation and development planning activities. This includes IPCRF and OPCRf validation of outstanding performance and evaluation.
2. Ensuring streamlined, improved, and simplified processes and requirements for the performance management system, the following issuances were hereby disseminated for guidance and reference, to wit:
 - a. *DepEd Memo No. 089, s. 2025, otherwise known as the Guidelines on the Multi-Year Performance Management Evaluation System for Teachers from School Year 2025-2026*
 - b. *DM-OSEC-OUHROD-2026-0001, Guidance in the Implementation of the Performance management and Evaluation System (PMES) for Teachers for SY 2025-2026*
3. These activities aim to ensure reliability and authenticity of performance evaluation results and as basis for the grant of rewards and incentives and other purposes based on existing guidelines.
4. On performance review and evaluation, all raters shall meet their ratees to evaluate/validate individual/organizational performance based on the portfolio of MOVs presented and identify developmental needs with the appropriate learning and development interventions following the guidelines on the preparation of Individual Development Plan (IDP).
 - a. *For Teachers, the school heads are directed to consolidate the IDP as basis for the preparation of the School Personnel Development Plan (SPDP) and the conduct of In-Service Training (INSET) and School Learning Action Cell*



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Effectivity	February 18, 2026	Page	1 of 5



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SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

(SLAC). Further, the findings of CID monitoring and evaluation, and the results of the Learning and Development Needs Analysis (LDNA) are inputs to the Division Human Resource Development Plan which shall be the basis for the conduct of appropriate training programs.

- b. For Non-Teaching and Teaching-Related Personnel, the SGOD-HRD shall consolidate their OPD, IPD and LDNA. The results shall be the basis in the preparation of Human Resource Development Plan.
- c. The Schools Division Personnel Development Committee (SDPDC), Scholarship Committee and HRD Section shall monitor and coordinate with training providers and disseminate available training or scholarship opportunities through the issuance of advisories to address their development needs.

5. It is expected that the IPCRF/OPCRF and the required MOVs shall be presented during the validation and evaluation process. The Division Performance Management Team (DPMT) shall ensure proper documentation and storage of all PM data to be managed by HRD & Personnel Section.

6. All necessary forms and tools related to the IPCRF and OPCRf may be accessed and downloaded through the links provided for your convenience and compliance:

- a. IPCRF Tool: <https://tinyurl.com/IPCRF-Tool-SY2025-2026>
- b. OPCRf Tool: <https://tinyurl.com/OPCRF-Tool-SY2025-2026>

Note: Ensure that all ratings are accurately entered using the downloaded tool. Further instructions will be provided for the IPCRF of other school-based non-teaching personnel.

- 7. Enclosed in this memorandum are the following:
 - a. Annex A. School Year 2025-2026 Performance Cycle
 - b. Annex B. Calendar of OPCRf/IPCRf Validation and Evaluation
 - c. Annex C. Electronic Performance Coaching and Mentoring Form (ePMCF)
 - i. Coaching Journal Report
 - ii. 2 Coaching Request Form

8. For immediate dissemination and strict compliance.

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

Enc.: As stated
 References: DepEd Memo No. 089, s. 2025
 To be indicated in the perpetual index under the subject:
 PMES IPCRF OPCRf VALIDATION
 ZS-DM-SGOD-HRD-2026-03-095-0
 EFV-20260325



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	February 18, 2026	Page	2 of 5



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Annex A. SCHOOL YEAR 2025-2026 PERFORMANCE CYCLE

School-based Personnel

Activity	Person/Office Responsible	Submit to	Schedule	Date of Submission
Phase I: Performance Planning and Commitment	Self-assessment & development planning	Ratee	A week prior to the performance cycle	
	Performance planning & commitment setting	Ratee, Rater, Approving Authority	A week prior to the next performance cycle	
Phase II: Performance Monitoring and Coaching	Monitoring and Coaching	Ratee, Rater, Field Technical Assistance Providers	Entire rating period	
Phase III: Performance Review and Evaluation	Mid-year review with development planning	Rater, Ratee,	One (1) week after the culmination of the 2nd quarter	
	Year-end performance review and assessment, evaluation of portfolio and computation of final rating	Rater, Ratee, Approving Authority	Within two (2) weeks after end of the rating period	
	Preparation of schedule of validation of Outstanding IPCRF/OPCRF rating	Planning Officer III, PMT	One (1) week after yearend performance assessment and evaluation	
	Validation of Outstanding IPCRF/OPCRF rating	Ratee, Rater, PMT Approving Authority	One (1) week after the issuance of validation schedule	
	Submission of all rated IPCRF/OPCRF for approval	Rater, Planning Officer III	One (1) week after the OPCRf rating is ready for approval after yearend evaluation and validation	
	Phase IV: Performance Rewarding	Ways forward and development planning	Ratee, Rater	One (1) week after the final rating has been made
	IPCRf/OPCRf Data Collection	Rater, Personnel Section, HRD	One (1) month after the release of final rating	



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Annex B. Calendar of OPCRf and IPCRF Validation and Evaluation

Activities	Date	District	Venue
Evaluation of SY 2025-2026 IPCRF for school-based Personnel (Teaching, Related Teaching and Non-Teaching Positions)	One year after the end of SY 2025-2026	All	Schools and Districts
District PMT OPCRf Validation and Evaluation by the District PMT (This also includes the assessment of IPCRF of Master Teachers where the ASDS is the Approving Authority)	April 13-17, 2026	All	District Office
Division Validation of Outstanding IPCRF of School-based Non-Teaching Personnel	Same schedule with the OPCRf validation	Same schedule with the OPCRf validation	Same schedule with the OPCRf validation
Division PMT OPCRf/IPCRf Validation	April 20, 2026 (morning)	Ipil	Zamboanga Sibugay NHS
	April 20, 2026 (afternoon)	Titay	Titay CES
	April 21, 2026 (morning)	Alicia	Alicia CES
	April 21, 2026 (afternoon)	Malangas	Malangas CES
	April 22, 2026 (morning)	Payao	Payao NHS
	April 22, 2026 (afternoon)	Imelda	Imelda NHS
	April 23, 2026 (morning)	Siay	Siay NHS
	April 23, 2026 (afternoon)	Naga	Sta. Clara NHS
	April 24, 2026 (whole day)	Talusan, Mabuhay Olutanga	Mabuhay CES
	April 27, 2026 (morning)	Tungawan	Tungawan NHS
	April 27, 2026 (afternoon)	RT Lim	Surabay NHS
	April 28, 2026 (morning)	Buug	Buug NHS
	April 28, 2026 (afternoon)	Diplahan	Diplahan NHS
	April 29, 2026 (morning)	Kabasalan	Kabasalan NHS