



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

DepEd, Division of Zamboanga Sibugay			
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**Office of the Schools Division
 Superintendent**

April 20, 2026

DIVISION MEMORANDUM
 No. **218**, s. 2026

**CONDUCT OF VALIDATION OF OPCRf FOR SCHOOL HEADS AND IPCRF OF
 SCHOOL-BASED NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors/District In-Charge
 Public Schools Elementary and Secondary School Heads
 All Others Concerned

1. In adherence to the principles and guidelines set forth by the Department of Education's Performance Management Evaluation System (PMES), this Office hereby announces the schedule of the Conduct of Validation of OPCRf for School Heads and IPCRF of School-Based Non-Teaching Personnel for SY 2025-2026.
2. This activity aims to:
 - a. ensure accurate and consistent validation of OPCRf and IPCRF in accordance with PMES guidelines.
 - b. verify the completeness and correctness of submitted performance evaluation documents.
 - c. promote accountability and transparency in the performance management process.
3. Participants are required to bring and prepare the following:
 - a. *For School-based Non-Teaching Personnel* - duly accomplished IPCRF for FY 2025-2026 in two (2) hard copies with supporting Means of Verification (MOVS)
 - b. *For School Heads* – duly accomplished OPCRf for SY 2025-2026 in two (2) hard copies (Parts 1-4 including encoding page).
 - c. *For Teaching Personnel whose approving authority in the IPCRF is the ASDS* – duly accomplished IPCRF 2025-2026 in two (2) hard copies (Part 1-IV)

Note: Ensure that all hard copies are properly tabbed, clearly indicating the designated signatory areas for easy reference and signing.



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4. Enclosed in this memorandum is a copy of the schedule of validation for all 16 districts and a list of validating team members.
5. For compliance with dissemination and guidance.

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

Encl. As stated

Reference: PMES

To be included in the perpetual index under the ff. subjects:

OPCRF IPCRF VALIDATION

ZS-DM-SGOD-HRD-2026-04-115 -0

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Annex A. Schedule of Validation

<i>Date</i>	<i>District</i>	<i>Venue</i>
<i>April 20, 2026</i>	<i>Ipil (morning) Titay (afternoon)</i>	<i>ZNHS Titay CES</i>
<i>April 21, 2026</i>	<i>Siay (morning)</i>	<i>Siay NHS</i>
<i>April 24, 2026</i>	<i>Payao (morning) Imelda (afternoon)</i>	<i>Payao NHS Imelda NHS</i>
<i>April 27, 2026</i>	<i>Tungawan (morning) RTLim (afternoon)</i>	<i>Tungawan NHS Surabay NHS</i>
<i>April 28, 2026</i>	<i>Buug (morning) Diplahan (afternoon)</i>	<i>Buug NHS Diplahan NHS</i>
<i>April 29, 2026</i>	<i>Malangas (morning) Kabasalan (afternoon)</i>	<i>Malangas CES Kabasalan NHS</i>
<i>April 30, 2026</i>	<i>Talusan, Mabuhay & Olutanga (whole day)</i>	<i>Mabuhay CES</i>
<i>May 4, 2026</i>	<i>Alicia (morning) Naga (afternoon)</i>	<i>Alicia CES Sta. Clara NHS</i>



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Annex B. List of members of Division Performance Management Team (DPMT) as validating team

1. Ma. Colleen L Emoricha EdD, CESO VI, ASDS
2. Oliver B. Talaoc EdD, Chief ES-SGOD
3. Rodolf John T. Rodriguez, Chief ES-CID
4. Rose Marie E. Diocares, EPS-CID LR
5. Lilian C. Damaso, EPS-CID
6. Rosmindo L. Ancheta Jr., EPS-SGOD
7. Lhorelle L. Cabalida., EPS-CID
8. Mary Beneth G. Lagroma, Accountant III
9. Renz Roy A. Ramos, AO IV
10. Glorife C. Clavero, SEPS-PRS
11. Lloyd I. Rodriguez, SEPS-SMME
12. Alma A. Usop, EPS II-SMME
13. Ellen Mae F. Villasis, EPS II-HRD
14. Helen Grace P. Am-is, PDO 1
15. Ivy E. Advento, AO II
16. Rosalie F. Sandiego, AO II
17. Melanie Barredo, AO II
18. Charlyn O. Burlat, ADAS III