



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

June 18, 2026

DIVISION MEMORANDUM

No. 232, s. 2026

**CONDUCT OF SCHOOL-BASED PERFORMANCE MANAGEMENT AND
EVALUATION-RELATED (PMES) ACTIVITIES FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent/PMT Chair
Chief Education Supervisors
Education Program Supervisors/District Adopters
Human Resource Management Officer
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
School-based Teaching, Teaching-Related, and Non-Teaching Personnel
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 089, s. 2025**, titled “**Multi-Year Guidelines on the Department of Education Performance Management and Evaluation System (PMES) for Teachers,**” and the existing guidelines schools are hereby directed to conduct the School-Based PMES Phase III (Performance Review and Evaluation) and Phase IV (Performance Rewarding and Development Planning) for teachers for School Year 2025-2026.

2. Accordingly, all school-based personnel—**teaching, teaching-related including School Heads, and non-teaching**—who were part of the performance cycle for **School Year 2025–2026** are mandated to complete the PMES cycle for the said school year. This includes the accomplishment and submission of their **Individual Performance Commitment and Review Form (IPCRF)**, following the prescribed structure:

- **Part I:** Individual Performance Commitment and Review Form with Computed Final Rating
- **Part II:** Core Behavioral Competencies
- **Part III:** Summary of Ratings and Discussion
- **Part IV:** Development Plans

3. Updated instructions for the accomplishment of the IPCRF of **School Heads** is attached in this Memorandum.

4. For more information, visit the link: <https://tinyurl.com/DepEdRPMSLibrary>.

5. To ensure alignment and harmonization of the Performance Management System to the Learning and Development System compliant to PRIME-HRM, school



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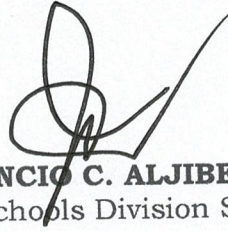


heads, district heads, and all division supervisors shall read and refer to Division Memorandum No. 172, s. 2023 or the **Guidelines on the Implementation of Division and School-based Learning and Development System and its Subsystems and Processes** downloadable at the Schools Division website.

6. Enclosed to this Memorandum are the following important activities and schedule:

- a. **Annex A** (Detailed Activities of SY 2025-2026 PMES Cycle Phases III and IV for School-based Teaching and Non-Teaching Personnel)
- b. **Annex B** (Detailed Activities of SY 2025-2026 PMES Cycle Phases III and IV for School Heads)

7. Immediate dissemination of and compliance with this Memorandum are desired.



GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: _____

Date: 25 JUN 2026

Annex A

DETAILED ACTIVITIES OF SY 2025-2026 PMES CYCLE PHASES III AND IV FOR TEACHING AND NON-TEACHING PERSONNEL

TASKS			
Activity	Form/output	Schedule	Person/s involved
<p>Year-end Review and Assessment, Evaluation of MOVs, and computation of final rating for school-based teaching and non-teaching personnel (DepEd Memo No.089, s. 2025)</p> <p>This activity shall be done religiously by the Rater and the Ratee. The Rater shall schedule a meeting with his/her Ratee.</p> <p>No physical portfolio for performance assessment shall be collected. Evidence for NCOIs may be crosscutting and may target multiple objectives; hence, duplication of documents per objective shall not be required. Shared documentation may be accepted for school-wide, grade-level, or team-based initiatives, provided that the teacher's role and contribution are clearly indicated and duly validated by the Rater.</p> <p>PMES tools can be downloaded here: https://tinyurl.com/MultiYearPMESTeachers</p>	<p>Part I - Signed IPCRF by the Ratee, Rater, and Approving Authority</p> <p>Part II - Core Behavioral Competencies</p> <p>Part III - Summary of Ratings for Discussion</p>	<p>At least a week after scheduled graduation until return of teachers (for teaching personnel) after their 30-day</p>	<p>Ratee, Rater, Approving Authority</p>
<p>Development Planning</p> <p><i>(before proceeding to this Phase, please read and understand DM 172. S. 2023 Guidelines on the Implementation of Division and School-based Learning and Development System and its Subsystems and Processes, specifically, the Learning and Development Needs Assessment [LDNA])</i></p> <p>All teaching and non-teaching personnel shall accomplish the updated Part IV (Development Plans) of the IPCRFs. The rater and the ratee shall identify and discuss the individual's strength and</p>	<p>Part IV - Individual Developmental Plan</p>	<p>uninterrupted vacation</p>	<p>Ratee, Rater, Approving Authority</p>

<p>development needs and reflect them in the form.</p> <p>There should be two components in the Development Plan for teaching personnel: (a) Teaching or Functional Competencies, based on the PPST; and (b) Core Behavioral Competencies [SAT for Teachers]. (Please read RPMS Manual</p> <p>For, non-teaching personnel, the two components are: (a) Functional/Organizational Competencies, based on KRAs; and (b) Core Behavioral Competencies [Annex F of DO 02, s. 2015].</p> <p>For the Division-wide consolidation of the development needs of school-based teaching and non-teaching personnel, as basis for planning and designing appropriate division-wide L&D interventions, all school-based teaching and non-teaching personnel are required to respond to this LDNA Tool:</p> <p>https://tinyurl.com/PMES2526LDNA ToolNS</p>			
<p>Signing of IPCRF by the Assistant Schools Division Superintendent (ASDS) as Approving Authority for Teaching and Non-Teaching Personnel</p> <p><i>*Note: As per DM 084, s. 2026, be guided with the name of the ASDS as Approving Authority:</i> Antonio P. Delos Reyes, PhD, CESO VI for Elementary Rey F. Bulawan, EdD for Secondary</p> <p>To ensure a structured and systematic process for the signing of Individual Performance Commitment and Review Forms (IPCRFs) by the Assistant Schools Division Superintendent (ASDS), who serves as the Approving Authority (as indicated in the attached Matrix of RPMS Rater-Rater-Approving Authority), the following guidelines shall be observed:</p>	<p>IPCRFs with ASDS as the Approving Authority</p>	<p>Until July 10, 2026</p>	<p>Rater, Approving Authority, District Administrative Officer II, ASDS</p>

<p>1. The Administrative Officer II (AO II) from the District Office shall collect all IPCRFs from both teaching and non-teaching personnel under their jurisdiction. Note: <i>The submission shall exclude the Means of Verification (MOVs).</i></p> <p>2. The AO II shall categorize the IPCRFs based on the designated Approving Authority:</p> <ul style="list-style-type: none"> o IPCRFs requiring the signature of the School Head o IPCRFs requiring the signature of the ASDS <p>3. After proper sorting, the AO II shall submit three (3) copies of each IPCRF that requires the ASDS's signature to the Records Section.</p> <p>4. The schedule for submission and signing is outlined in Annex B of this Memorandum.</p>			
<p>Once the Assistant Schools Division Superintendent (ASDS) has signed the Individual Performance Commitment and Review Forms (IPCRFs) of employees for whom the ASDS is the designated Approving Authority, the following procedures shall be observed:</p> <ol style="list-style-type: none"> 1. The Administrative Officer II (AO II) at the District Office shall forward one (1) original copy of each signed IPCRF to the Division Office, through the Human Resource Management Officer (HRMO), for filing in the employee's 201 file, in compliance with Civil Service Commission (CSC) guidelines. 2. The second copy shall be retained at the District Office for official records. 3. The third copy shall be returned to the respective employee for personal keeping. 	<p>Three (3) printed copies of IPCRF of personnel</p>	<p>Until July 10, 2026</p>	<p>District Administrative Officer II, HRMO, Planning Office</p>

<p>IPCRF consolidated ratings of personnel</p> <p>Summary of consolidated ratings of personnel per school/office and the entire district shall be submitted to the Planning Office</p>	<p>School and District Consolidated ratings of personnel (see Annex D)</p>		<p>Division Planning Officer</p>
<p>IPCRF Data Collection</p> <p>As per DepEd Memorandum 008, s. 2023, there will be IPCRF Data Collection to be conducted by the DepEd Central Office at least a month after scheduled graduation.</p> <p>https://eipcrf.deped.gov.ph</p>	<p>IPCRF Data using the IPCRF Data Collection form to the CO consolidator</p>	<p>Until July 31, 2026</p>	<p>HRDS</p>

Annex B

DETAILED ACTIVITIES OF SY 2025-2026 PMES CYCLE PHASES III AND IV FOR SCHOOL HEADS

TASKS			
Activity	Form/output	Schedule	Person/s involved
<p>Year-end Review and Assessment, Evaluation of MOVs, and computation of final rating for School Heads (DO 02, s. 2015, p. 7).</p> <p>The existing OPCRF Template shall be used by the Ratee (School Head) and the Rater (Assistant Schools Division Superintendent).</p> <p>The OPCRFs of all School Heads shall be signed by the Assistant Schools Division Superintendent as the Rater. The same shall be countersigned first by the Public Schools District Supervisor/District Head concerned.</p> <p>Important Note: There will be a face-to-face review and assessment and validation of MOVs between the ASDS and the School Head. Schedule and venue are enclosed in this Memorandum.</p>	<p>Part I - Signed IPCRF by the Ratee, Rater, and Approving Authority</p> <p>Part II - Core Behavioral Competencies</p> <p>Part III - Summary of Ratings for Discussion</p>	<p>Until June 30, 2026</p>	<p>Ratee, Rater, Approving Authority</p>
<p>Development Planning</p> <p>All School Heads shall accomplish the updated Part IV (Development Plans) of the OPCRFs with the Rater during the Development Planning Phase.</p> <p>There should be two components in the Development Plan for School Heads: (a) Functional/Organizational Competencies, based on KRAs; and (b) Core Behavioral Skills and Leadership Competencies [Annex E of DO 02, s. 2015]</p> <p>For the Division-wide consolidation of the development needs of School Heads, as basis for planning and designing appropriate division-wide L&D interventions, all school-based teaching</p>	<p>Part IV - Individual Developmental Plan</p>		<p>Ratee, Rater, Approving Authority</p>

<p>and non-teaching personnel are required to respond to this LDNA Tool:</p> <p>https://tinyurl.com/PMES2526LDNAToolNS</p>			
<p>Signing of OPCRf by the Schools Division Superintendent</p> <p>Once the MOVs are validated and the OPCRfs are signed by the ASDS as the Rater, the SDS then signs the OPCRfs.</p> <p>The Human Resource Management Office (HRMO) shall collect all signed OPCRfs by the Rater (ASDS) before the SDS as the Approving Authority signs the OPCRf. Thus, all School Heads shall submit their OPCRfs to the HRMO for consolidation as the concerned office will be the one to facilitate the signing of the OPCRf by the Approving Authority.</p>	<p>OPCRfs with SDS as the Approving Authority</p>	<p>Once signed by the Rater</p>	<p>Rater, Approving Authority, District Administrative Officer II, SDS</p>
<p>Submission of OPCRf</p> <p>After the Office Performance Commitment and Review Forms (OPCRfs) have been signed by the Approving Authority, the Human Resource Management Office (HRMO) will collect a copy to be added to the School Heads' 201 personnel file. Following this, the HRMO will notify the Administrative Officer II (AO II) via the Records Section to collect their two remaining original copies. One of these copies will be stored at the District Office, while the other will be given to the school head for their personal records.</p>	<p>Three (3) copies of OPCRf of personnel</p>	<p>Once the OPCRfs are signed by the SDS</p>	<p>District Administrative Officer II, HRMO, Records Section</p>
<p>IPCRf consolidated ratings of personnel</p> <p>Summary of consolidated ratings of personnel per school/office and the entire district shall be submitted to the Planning Office</p>	<p>School and District Consolidated ratings of personnel (see Annex D)</p>	<p>The same with the Schedule of teaching and non-teaching personnel</p>	<p>Division Planning Officer</p>

Annex C

**SCHEDULE OF FACE-TO-FACE VALIDATION OF MOVVS FOR THE
SCHOOL HEADS' OPCRFB**

Schedule	District
June 29, 2026	San Isidro I, San Isidro II, Victoria, Allen I & Allen II Capul, San Vicente, San Antonio, Biri
June 30, 2026	Lavezares I, Lavezares II, Rosario, San Jose, Bobon, Catarman I, Catarman II, Catarman III
July 1, 2026	Catarman IV, Catarman V, Catarman VI, Lope de Vega, Mondragon I, Mondragon II, Mondragon III, Silvino Lubos, San Roque
July 2, 2026	Pambujan I, Pambujan II, Catubig I, Catubig II, Catubig III, Las Navas I, Las Navas II, Las Navas III, Laoang I
July 3, 2026	Laoang II, Laoang III, Laoang IV, Laoang V, Palapag I, Palapag II, Palapag III, Gamay I, Gamay II, Mapanas, Lapinig

**SCHOOL/DISTRICT INDIVIDUAL PERFORMANCE MANAGEMENT AND REVIEW
FORM (IPCRF) CONSOLIDATED RATINGS**

School Year: _____

School/District: _____

School/District Head: _____

Number of personnel in the School/District: _____

No.	Name	Position	Numerical Rating	Descriptive Rating
1				
2				
2				

Signature over printed name
School/District