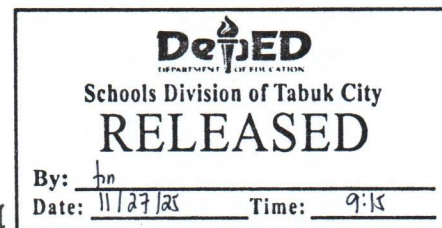




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



November 26, 2025

Division MEMORANDUM
No. 556, s. 2025

**SUBMISSION, DOCUMENTATION AND CONSOLIDATION OF THE MEANS OF
VERIFICATION FOR THE 2025 OFFICE COMMITMENT AND REVIEW FORM AND
INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) OF THE
FUNCTIONAL DIVISIONS, UNITS AND SECTIONS IN THE DIVISION OFFICE**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Division Office Personnel

1. In alignment with existing guidelines and policies of the Department of Education on the Performance Management and Evaluation System (PMES) and the Results-based Performance Management System (RPMS), this Office hereby announces the submission, systematic collection, and consolidation of the Means of Verification (MOVs) for the 2025 OPCR and IPCRF.
2. Chiefs of Division shall oversee and ensure the systematic collection, organization, and consolidation of all Means of Verification (MOVs) from offices under their respective jurisdiction, in accordance with the requirements stated in the Division OPCR and their Performance Commitment Form. All compiled MOVs shall be submitted on or before December 12, 2025
3. The Office of the Planning and Research shall oversee the packaging of all MOVs together with the approved OPCR for submission to the Regional Office not later than December 17, 2025.
4. Individual Performance Commitment Form (IPCRF) shall be submitted to the respective approving authority not later than December 19, 2025.
5. For information, guidance, and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the authority of the
Schools Division Superintendent

JAN NOWEL E. PEÑA
Asst. Schools Division Superintendent



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