



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

March 18, 2026

**Division Memorandum**

No. 133, s. 2025

**OMNIBUS GUIDELINES ON THE SUBMISSION OF PERTINENT DOCUMENTS  
AND FORMS IN LIEU OF VARIOUS EOSY ACTIVITIES**

To: Asst. Schools Division Superintendent  
Chief of Divisions  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
All others concerned

1. To ensure the seamless and uninterrupted delivery of basic education services in view of the upcoming reassignment of the current Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS), the following guidelines are hereby issued for strict adherence and compliance of all concerned. These measures are intended to maintain operational stability, uphold organizational efficiency, and sustain the quality of services during the transition period.

- a. **Signing Authority for Official Communications and Documents.** All official communications, reports, and pertinent documents including the Certificate of Completion and Diploma shall continue to bear the name and signature of the current Schools Division Superintendent until otherwise directed through an official issuance.
- b. **Confirmation of Graduates.** The current Schools Division Superintendent, or her duly designated representative, shall still lead the confirmation of graduates, as provided by existing DepEd policies and guidelines. All schools are directed to ensure that submitted lists of graduates are accurate, complete, and duly validated to facilitate timely confirmation and issuance of corresponding credentials.
- c. **Use of Signatories in Pertinent Documents and Transactions.** All pertinent documents, transactions, and other related forms and communications routed and facilitated until March 31, 2026 shall bear the names of the current Assistant Schools Division Superintendent (ASDS) and Schools Division Superintendent (SDS) for recommending approval and approval, whichever may be applicable.
- d. **Rating and Approval of OPCRf and Other Performance Rating Forms.** The rating and approval of the Office Performance Commitment and Review Form (OPCRf) and other performance rating forms shall continue to be undertaken by the current Assistant Schools Division Superintendent (ASDS) and Schools



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

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DepEd Tayo Tabuk City

Division Superintendent (SDS) until otherwise directed through an official issuance.

<b>Ratee</b>	<b>Rater</b>	<b>Approving Authority</b>
School Head	Asst. Schools Division Superintendent	Schools Division Superintendent
Master Teacher	School Head	Asst. Schools Division Superintendent
Teachers with no Master Teacher	School Head	Asst. Schools Division Superintendent
All school-based Non-teaching Personnel	School Head	Asst. Schools Division Superintendent

As such, all OPCR/IPCRF (in one copy only) shall be submitted to the Office of the Assistant Schools Division Superintendent on or before March 30, 2026.

2. Immediate dissemination of and compliance to this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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