DIGITALLY RELEASED
DATE: November 9, 2026
TIME: 12:51 p.m.
BY: Kristine Keith M. Ambatang
SDO TABUK CITY
— RECORDS UNIT —
Reference Number: RU-2026-126

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City
Office of the Schools Division Superintendent

November 9, 2026

DIVISION MEMORANDUM
No. 506 Series 2026

CONDUCT OF THE SDO PERSONNEL IPCRF AND DIVISION IPCRF AND OPCRF REVIEW AND EVALUATION

TO: Assistant Schools Division Superintendent
All Division Chiefs
Administrative Officer
Performance Management Team (PMT) Members
All Concerned SDO Personnel

1. In line with the implementation of the Division's Performance Management and Evaluation System for School Year 2026–2027, the Schools Division Office of Tabuk City shall conduct Phases III and IV of the performance management cycle, covering the review and evaluation of the Individual Performance Commitment and Review Forms (IPCRFs) of SDO personnel, the Office Performance Commitment and Review Forms (OPCRFs) of the Functional Divisions, and the SDO OPCRF. The activities shall be conducted on December 9–10 and December 16–17, 2026, in accordance with the schedule and arrangements set forth in this Memorandum.

2. The activities aim to ensure the systematic assessment of individual and organizational performance, validate accomplishments against established performance commitments, identify areas requiring improvement, and provide the necessary coaching and interventions to enhance organizational effectiveness and service delivery.

3. The activities shall be conducted according to the following schedule:

Date	Activity	Participants/Responsible Personnel
December 9, 2026	Review and rating of the IPCRF of personnel under the Functional Divisions, Administrative Unit, and OSDS	Ratees, Division Chiefs, Administrative Officer, and ASDS, as applicable
December 10, 2026	Presentation and review of the OPCRF of the Functional Divisions and presentation of the initial Division OPCRF	Division Chiefs, PMT, ASDS, SDS and other concerned officials

December 16–17, 2026	Review and evaluation of the IPCRF and OPCRF by the Performance Management Team (PMT)	PMT Chairperson, members, and Secretariat

The following are the specific instructions for the guidance of all involved personnel:

a. December 9, 2026 – Review and Rating of Individual Performance

a.1 All personnel under the Functional Divisions, Administrative Unit, and Office of the Schools Division Superintendent (OSDS) shall undergo the review and rating of their respective IPCRFs by their designated immediate supervisors and authorized raters.

a.2 The Division Chiefs, Administrative Officer, and Assistant Schools Division Superintendent shall undertake the assessment of the performance commitments and accomplishments of their respective ratees, ensuring that ratings are supported by appropriate Means of Verification (MOVs) and are consistent with the prescribed performance standards.

a.3 The duly accomplished and rated IPCRFs, signed by both the ratees and their respective raters, together with the corresponding Means of Verification (MOVs), shall be submitted to the PMT Secretariat on December 11, 2026.

b. December 10, 2026 – Presentation of Organizational Performance

b.1 All Functional Divisions shall present their respective Office Performance Commitment and Review (OPCRF), highlighting their key performance accomplishments, the extent of achievement of their committed targets, the corresponding Means of Verification (MOVs) or supporting evidence, and areas requiring improvement or further intervention. The presentation shall be delivered through a PowerPoint presentation, using the prescribed template, which shall be provided in a separate communication.

b.2 The initial Division OPCRF shall likewise be presented to provide an overview of the SDO's overall organizational performance and the contributions of the different Functional Divisions toward the achievement of Division targets.

c. December 16–17, 2026 – PMT Review and Evaluation

c.1 The Performance Management Team shall convene to undertake the review and evaluation of the IPCRFs and OPCRFs submitted by the concerned offices.

c.2 The PMT shall ensure the consistency, accuracy, and fairness of performance ratings; assess the alignment of individual accomplishments with organizational targets; examine the adequacy of supporting evidence; and identify performance gaps and recommendations for improvement.

Offices and personnel concerned shall be ready to provide clarifications and additional supporting documents, as may be necessary during the review.

c.3 The PMT Secretariat shall consolidate the results of the Performance Review and Evaluation and prepare the corresponding report for submission to Top Management for review and approval. It shall likewise prepare a comprehensive report documenting the conduct, key outputs, findings, and recommendations arising from the series of activities undertaken relative to the IPCRF and OPCRF Review and Evaluation.

4. All Division Chiefs and the Administrative Officer are enjoined to ensure that their respective ratees are properly guided and that the required documents are reviewed and prepared prior to the scheduled activities.

5. The PMT Secretariat shall facilitate the necessary administrative and logistical arrangements, consolidate the relevant documents, and coordinate with the concerned offices to ensure the orderly and efficient conduct of the review and evaluation. It shall likewise facilitate the preparation and finalization of the SDO OPCRF for submission to the Regional Office.

6. All concerned are expected to observe the prescribed schedule and actively participate in the activities. The conduct of these phases shall be treated not merely as a compliance requirement but as an opportunity to strengthen individual accountability, organizational performance, and continuous improvement in the delivery of public service.

7. All expenses incidental to and necessary for the conduct of the activities scheduled on December 10, 16, and 17, 2026, shall be charged against the Maintenance and Other Operating Expenses (MOOE), subject to the availability of funds and the existing budgeting, accounting, auditing, and other applicable government rules and regulations.

8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC-Schools Division Superintendent

ASDS/glb