



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

July 31, 2025

DIVISION MEMORANDUM
No. 454, s. 2025

**DEVELOPMENT OF UNIFIED OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM (OPCRF) FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Memorandum DM-OUHROD-2025-0922 titled "Additional Guidance on the Implementation of the Performance Management and Evaluation System (PMES)", the Schools Division Office of Pampanga shall conduct a Development of Unified OPCRf for School Heads, with the end view of aligning the school-level OPCRfs with the updated standards and the approved OPCRf of the Schools Division Superintendent.
2. This activity aims to develop a unified Office Performance Commitment and Review Form (OPCRf) for school heads with the active involvement of select school leaders and under the guidance of key officials from the Division Office. These officials play a significant role in the attainment of the OPCRf of the Schools Division Superintendent. The unified OPCRf to be crafted during this writeshop shall serve as the template and reference for the finalization of the individual OPCRfs of schools across the Division.
3. In view of the foregoing, this Office, through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) will spearhead a project titled: Development of Unified Office Performance Commitment and Review Form (OPCRf) for School Heads which will be conducted in four (4) phases:

Activity	Date	Venue
Phase 1: Planning Meeting and Orientation	August 4, 2025	TTC
Phase 2: Writeshop	August 13-15, 2025	TBA
Phase 3: Presentation and Validation	August 18-20, 2025	TBA
Phase 4: Finalization and Approval	August 27-29, 2025	TBA

4. The following are the objectives of the activity:
 - Conduct a comprehensive orientation on the revised PMES and SDS OPCRf.

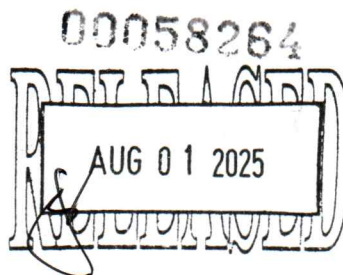


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- Facilitate a structured writeshop to draft school-level OPCRFs aligned with the new Key Result Areas (KRAs).
 - Ensure validation and refinement of the drafted OPCRFs.
 - Finalize and approve harmonized OPCRFs ready for implementation.
5. Attached are the following for ready reference and guidance.
- a. List of Participants per Phase/Activity
 - b. Activity Matrix for each Phase
6. For more information, all concerned may contact the SGOD-HRDS, Mr. Jayson M. Santos, SEPS-HRD/Project Focal Person at email address: jayson.santos001@deped.gov.ph, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
7. Immediate dissemination of this Memorandum is desired.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

SGOD-HRDS-DM-2025
31July2025





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**DEVELOPMENT OF UNIFIED OFFICE PERFORMANCE COMMITMENT AND
 REVIEW FORM (OPCRF) FOR SCHOOL HEADS**

Phase 1: Planning Meeting and Orientation
 August 4, 2025

List of Participants

No.	Name	Position	Station
1	Romeo M. Alip, PhD, CESO V	SDS	SDO PAMPANGA
2	Cecilia Valderama, PhD, CESE	ASDS	SDO PAMPANGA
3	Leandro Canlas, PhD, CESE	ASDS	SDO PAMPANGA
4	Arceli Lopez, PhD	Chief	SDO PAMPANGA-SGOD
5	Celia Lacanlale, PhD	Chief	SDO PAMPANGA-CID
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8	Lolita Molano, PhD	PSDS	SDO PAMPANGA-CID
9	Elizer Dimarucut, EdD	PSDS	SDO PAMPANGA-CID
10	Alvin Gozun, PhD	PSDS	SDO PAMPANGA-CID
11	Edna Pineda	PSDS	SDO PAMPANGA-CID
12	June Cunanan	EPSvr	SDO PAMPANGA-CID
13	Gary Pangan, PhD	EPSvr	SDO PAMPANGA-CID
14	Ruel Bondoc	EPSvr	SDO PAMPANGA-CID
15	Princess Maylene Maniacop, EdD	EPSvr	SDO PAMPANGA-CID
16	Jayson Santos	SEPS	SDO PAMPANGA-SGOD
17	Michelle Mejia	SEPS	SDO PAMPANGA-SGOD
18	George Jose Maria Guilas	SEPS	SDO PAMPANGA-SGOD
19	Roderico Cayanan	SEPS	SDO PAMPANGA-SGOD
20	Robin Perez	PO III	SDO PAMPANGA-SGOD
21	Remedios Bacani	Budget Officer	SDO PAMPANGA-OSDS
22	Erwin Cruz	Accountant	SDO PAMPANGA-OSDS
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25	Engr. Jay Diwa	Division Engr	SDO PAMPANGA-SGOD
26	Dorotea Soliman	EPS	SDO PAMPANGA-SGOD
27	Maria Hazel Samson	Nurse II	SDO PAMPANGA-SGOD
28	Dexter Pangilinan	AO IV	SDO PAMPANGA-OSDS
29	Sharon Catangal	AO IV	SDO PAMPANGA-OSDS
30	Paula Meneses	PDO II	SDO PAMPANGA-SGOD
31	Chesca Marie Soliman	PDO I	SDO PAMPANGA-SGOD
32	Lowie Lupos	Principal I	Masamat ES-Mexico South
33	Fe Macalino	Principal IV	Sta. Lucia ES-Santa Ana
34	Mary Grace Taborra	Principal II	San Juan ES-Mexico West
35	Gemma Balingit	Principal III	San Vicente ES- Sto. Tomas
36	Joan Lopena	Principal II	Cabalantian ES-Bacolor South
37	Victor Raymundo	Principal III	Pio ES-Porac West
38	Emmanuel Cariño	Principal II	Sta. Monica ES-San Simon
39	Bernaliza Mendoza	Principal III	San Antonio E/S-Bacolor South



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40	Michael Datu	Principal II	Sta. Ines ES-Guagua East
41	Ma. Theresa Saciao	Principal IV	Macabebe E/S-Macabebe East
42	Alex Garcia	Principal II	San Roque Dau ES-Lubao N
43	Christopher Garcia	Principal I	San Juan Nepo ES-Guagua E
44	Eduardo Yabut	Principal IV	Sta. Maria High School
45	Willet Perez	Principal IV	Masantol High School
46	Ricky Balingit	Principal IV	Lubao National High School
47	Jocelyn Baluyut	Principal IV	San Roque Dau High School
48	Jay Lampa	Principal IV	Gutad National High School
49	Joey Garcia	Principal III	Nicanor David Vergara HS
50	Naszer Yco	Principal IV	Diosdado Macapagal HS
51	Ismael Nuqui	Principal III	Sto. Rosario National HS
52	Rosaline Tuble	Principal IV	Eastern Porac High School
53	Jayson Flores	Principal III	Justino Sevilla High School
54	Irish Bacani	Principal I	Valdez High School
55	Jeffrey Louie Macaspac	Asst. Principal	Lubao National High School

**DEVELOPMENT OF UNIFIED OFFICE PERFORMANCE COMMITMENT AND
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Phase 2: Writeshop
 August 13-15, 2025

List of Participants

No.	Name	Position	Station
1	Romeo M. Alip, PhD, CESO V	SDS	SDO PAMPANGA
2	Cecilia Valderama, PhD, CESE	ASDS	SDO PAMPANGA
3	Leandro Canlas, PhD, CESE	ASDS	SDO PAMPANGA
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12	June Cunanan	EPSvr	SDO PAMPANGA-CID
13	Gary Pangan, PhD	EPSvr	SDO PAMPANGA-CID
14	Jayson Santos	SEPS	SDO PAMPANGA-SGOD
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19	Mary Grace Taborra	Principal II	San Juan ES-Mexico West
20	Gemma Balingit	Principal III	San Vicente ES- Sto. Tomas
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23	Emmanuel Cariño	Principal II	Sta. Monica ES-San Simon
24	Bernaliza Mendoza	Principal III	San Antonio E/S-Bacolor South
25	Michael Datu	Principal II	Sta. Ines ES-Guagua East
26	Ma. Theresa Saciao	Principal IV	Macabebe E/S-Macabebe East
27	Alex Garcia	Principal II	San Roque Dau ES-Lubao N
28	Christopher Garcia	Principal I	San Juan Nepo ES-Guagua E
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Phase 3: Presentation and Validation
 August 18-20, 2025

List of Participants

No.	Name	Position	Station
1	Romeo M. Alip, PhD, CESO V	SDS	SDO PAMPANGA
2	Cecilia Valderama, PhD, CESE	ASDS	SDO PAMPANGA
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19	Mary Grace Taborra	Principal II	San Juan ES-Mexico West
20	Gemma Balingit	Principal III	San Vicente ES- Sto. Tomas
21	Joan Lopena	Principal II	Cabalantian ES-Bacolor South
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**DEVELOPMENT OF UNIFIED OFFICE PERFORMANCE COMMITMENT AND
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Phase 4: Finalization and Approval
 August 27-29, 2025

List of Participants

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1	Romeo M. Alip, PhD, CESO V	SDS	SDO PAMPANGA
2	Cecilia Valderama, PhD, CESE	ASDS	SDO PAMPANGA
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**DEVELOPMENT OF UNIFIED OFFICE PERFORMANCE COMMITMENT AND
 REVIEW FORM (OPCRF) FOR SCHOOL HEADS**

Activity Matrix

Phase 1: Planning Meeting & Orientation on OPCRf for School Heads August 4, 2025		
Schedule	Session	Resource Person
7:00 – 8:00 a.m.	Registration	TWG
8:00 – 8:30 a.m.	Preliminaries	TWG
8:30 – 8:45 a.m.	Objectives and Content Setting	ARCELI S. LOPEZ, PhD SGOD Chief
8:45 – 9:45 a.m.	Overview of the Policies and Related Issuances	ROBIN D. PEREZ Planning Officer III
9:45 – 10:00 a.m.	<i>Health Break</i>	
10:00 – 10:30 a.m.	Presentation of Office Performance Commitment and Review Form (OPCRF) Template for School Heads	MICHELLE D. MEJIA SEPS- SMM&E
10:00 a.m. – 12:00 p.m.	PMES-OPCR KRAs and PPSSH Mapping	JAYSON M. SANTOS SEPS- HRD
12:00 – 1:00 p.m.	<i>Lunch Break</i>	
1:00 – 3:00 p.m.	Presentation of the School Heads' OPCRf Performance Indicators Template • Career Stage 2 • Career Stage 3	JAYSON M. SANTOS SEPS- HRD
3:00 – 3:15 p.m.	<i>Health Break</i>	
3:15 – 4:00 p.m.	Presentation of Collaborative Groups / Workshop Teams	MICHELLE D. MEJIA SEPS-SMM&E
4:00 – 5:00 p.m.	Open Forum	
	Planning for Writeshop	



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Phase 2:
WRITESHOP ON THE DEVELOPMENT OF UNIFIED OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL HEADS
AUGUST 13-15, 2025

Schedule	Sessions		
	Day 1	Day 2	Day 3
7:00 – 8:00 a.m.	Registration		
8:00 – 8:30 a.m.	Preliminaries	MOL	MOL
8:30 – 9:45 a.m.	Recap of Phase 1	Cont. Part I-A:	Cont.
	Target Setting		
	Breakout Sessions: Development of OPCRF for School Heads Part I-A: Commitment to Organizational Outcomes (60%) • KRA 1: School Leadership and Administration • KRA 2: Teaching and Learning Delivery • KRA 3: Learner Formation and Development • KRA 4: School Operations and Management	Work and Discussion Sessions	Part I-B: Innovating and Intervening Accomplishments (20%)
9:45 – 10:00 a.m.	<i>Health Break</i>	<i>Health Break</i>	<i>Health Break</i>
10:00 a.m. – 12:00 p.m.	Continuation of Collaborative Writing Sessions	Cont. Work and Discussion Sessions	Part I-C: Organizational Effectiveness (15%) Part II-A: Leadership Competencies (2.5%) Part II-B: Core Behavioral Competencies (2.5%)
12:00 – 1:00 p.m.	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>
1:00 – 3:00 p.m.	Continuation of Collaborative Writing Sessions	Cont. Work and Discussion Sessions	Finalizing Drafts
3:00 – 3:15 p.m.	<i>Health Break</i>	<i>Health Break</i>	<i>Health Break</i>
3:15 – 5:00 p.m.	Peer Review: Internal Feedback within Groups	Peer Review Sessions and Refinement	Ways Forward



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Phase 3: PRESENTATION AND VALIDATION OF THE UNIFIED OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL HEADS AUGUST 13-15, 2025			
Schedule	Sessions		
	Day 1	Day 2	Day 3
7:00 – 8:00 a.m.	Registration		
8:00 – 8:30 a.m.	Preliminaries	MOL	MOL
8:30 – 9:45 a.m.	Recap of Phase 2	KRA 3: Learner Formation and Development	Collaborative Sessions for Revision and Enhancement
	Target Setting		
	Presentation & Validation		
	Part I-A: Commitment to Organizational Outcomes (60%)		
	KRA 1: School Leadership and Administration		
9:45 – 10:00 a.m.	<i>Health Break</i>	<i>Health Break</i>	<i>Health Break</i>
10:00 a.m. – 12:00 p.m.	Cont.	Cont.	Cont.
	KRA 1: School Leadership and Administration	KRA 3: Learner Formation and Development	Collaborative Sessions for Revision and Enhancement
12:00 – 1:00 p.m.	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>
1:00 – 3:00 p.m.	KRA 2: Teaching and Learning Delivery	KRA 4: School Operations and Management	Presentation of Revised Outputs (Parts 1, II, & III)
3:00 – 3:15	<i>Health Break</i>	<i>Health Break</i>	<i>Health Break</i>
3:15 – 5:00 p.m.	Cont.	Cont.	Presentation of Revised Outputs
	KRA 2: Teaching and Learning Delivery	KRA 4: School Operations and Management	
	Peer Review Sessions and Refinement	Peer Review Sessions and Refinement	Ways Forward



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Phase 4:
FINALIZATION AND APPROVAL OF THE UNIFIED OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL HEADS
AUGUST 27-29, 2025

Schedule	Sessions		
	Day 1	Day 2	Day 3
7:00 – 8:00 a.m.	Registration		
8:00 – 8:30 a.m.	Preliminaries	MOL	MOL
8:30 – 9:45 a.m.	Recap of Phase 2	KRA 3: Learner Formation and Development	Final Peer Review
	Target Setting		
	Presentation of Final Outputs		
	Part I-A: Commitment to Organizational Outcomes (60%)		
	KRA 1: School Leadership and Administration		
9:45 – 10:00 a.m.	<i>Health Break</i>	<i>Health Break</i>	<i>Health Break</i>
10:00 a.m. – 12:00 p.m.	Cont.	Cont.	Finalization and Approval
	KRA 1: School Leadership and Administration	KRA 3: Learner Formation and Development	
12:00 – 1:00 p.m.	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>
1:00 – 3:00 p.m.	KRA 2: Teaching and Learning Delivery	KRA 4: School Operations and Management	Finalization and Approval
3:00 – 3:15	<i>Health Break</i>	<i>Health Break</i>	<i>Health Break</i>
3:15 – 5:00 p.m.	Cont.	Cont.	Wrap-up and Next Steps
	KRA 2: Teaching and Learning Delivery	KRA 4: School Operations and Management	
	Final Evaluation Sessions and Improvements	Final Evaluation Sessions and Improvements	