



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

August 4, 2025

DIVISION MEMORANDUM

SGOD-2025-467

To: Assistant Schools Division Superintendent
Division Chiefs (CID & SGOD)
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers
All Others Concerned

Subject: **CREATION OF CORE GROUP AND TIMELINE FOR THE REVISION OF SCHOOL HEADS' OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF)**

Pursuant to DepEd Order No. 2, s. 2015, entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", and DepEd Order No. 29, s. 2022 on the Adoption of the National Performance Management System, the Schools Division Office of Digos City underscores the importance of continually improving performance assessment tools to ensure alignment with the Department's strategic goals and DepEd's 5-Point Reform Agenda.

In this regard, a Core Group is hereby constituted to lead the revision of the School Heads' Office Performance Commitment and Review Form (OPCRF). The review and revision process aims to contextualize the OPCRf in line with the Division's Programs, Projects, and Activities (PPAs), evolving national policy directions, and updated performance management guidelines.

The following personnel shall compose the Core Group:

Maria Genevieve T. Francisquete-ASDS	Chairperson
Sollie B. Oliver – SGOD Chief	Vice Chairpersons
Beverly S. Daugdaug – CID Chief	
Eleser Mateo-PSDS	Members
Rodel Pagayon-EPS	
Cherrie Anne B. Bohol-EPS (SGOD)	
Marjun B. Rebosquillo – SEPS	
Janice S. Alquizar – EPS II	
Raquel L. Cedeño-School Head	
Julius Castañares-School Head	
Jay Paul Cabural-School Head	
Rebecca Lorelei Deiparine-School Head	
Eduardo P. Paller, Jr.-School Head	
Jerwin Granada-School Head	
Abdul Gapor De Guzman-School Head	
Juvy Salise-School Head	
Melacres Campomayor-School Head	
Nedymar Andrade-School Head	



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Below is the timeline of activities for the crafting and revision of the School Heads' OPCRF:

Date	Activity	Responsible Person/Group
July 31, 2025	Initial orientation and issuance of guidelines on OPCRF crafting	ASDS, Planning and Research, HRD
August 7-8, August 11-15, 2025	Drafting of School Head OPCRF	School Heads (Core Group)
August 18-22, 2025	Peer review and technical assistance	ASDS, PSDS, P&R, HRD
August 25-29-18, 2025	Revision of draft based on feedback	School Heads (Core Group)
September 2 2025	Submission of revised OPCRF draft to SDO	School Heads (Core Group)
September 3-5, 2025	Division review and quality assurance	ASDS, P&R, HRD, Core Group
September 8-11, 2025	Finalization of the revised OPCRF	ASDS, P&R, HRD, Core Group
September 12, 2025	Rehearsal / dry-run presentation	ASDS, P&R, HRD, Core Group
September 19, 2025	Final presentation of the revised OPCRF	All Concerned

A meeting of the Core Group will be conducted on **Wednesday, August 6, 2025**, from **1:45 PM to 3:00 PM at the SDO Conference Room**. Attendance and active participation of all members shall be highly expected.

Expenses relative to the conduct of the activities shall be charged to school/local funds or other available sources, subject to usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this memorandum is desired.

[Signature]
MELANIE P. ESTACIO, PhD, CESO IV
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
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DATE: AUG 27 2025 TIME: 1:10 PM
BY: *[Signature]*

Enclosed: As stated.
SGOD/jsa

