



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

Office of the Schools Division Superintendent

August 19, 2025

**DIVISION MEMORANDUM**

SGOD-2025- 512

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: **Consolidation of Outputs on OPCRf Crafting**

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.

Relative to the ongoing crafting of the 2024 Purpose-Driven OPCRf aligned with DepEd’s 5-Point Reform Agenda, all members of the Core Group are directed to consolidate their respective outputs at the SDO Conference Room, August 19, 2025, 9:00 AM onwards.

This activity aims to harmonize all inputs and ensure a unified and comprehensive document for finalization and submission.

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, EPS, P&R, HRD
August 19, 2025	Consolidation of Output (OPCRf) and Presentation of Consolidated output (OPCRf)	ASDS, PSDS, EPS, P&R, HRD
August 25-29-, 2025	Revision of draft based on feedback	School Heads (Core Group)
August 27, 2025	Presentation of revised output (OPCRf)	
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



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**Office of the Schools Division Superintendent**

September 3–5, 2025	Division review and quality assurance	ASDS, P&R, HRD, Core Group
September 15, 2025 (afternoon)	Finalization of the revised OPCRF	ASDS, P&R, HRD, Core Group
	Rehearsal / dry-run presentation	ASDS, P&R, HRD, Core Group
September 19, 2025	presentation of the SDO Digos City Official OPCRF	All Concerned

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.

For your guidance and compliance.

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

For and in the absence of the  
Schools Division Superintendent

**PETER-JASON C. SENARILLOS**  
SEPS-SMN  
Officer In-Charge

Enclosed: As stated.  
SGOD/jsa

Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: AUG 18 2025 TIME: 7:17 PM  
BY: [Signature]



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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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**Department of Education**  
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**Office of the Schools Division Superintendent**

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

Date	Activity	Responsible Person/Group
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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.

  
**MELANIE P. ESTACIO, PhD, CESO V**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
W OB  
DATE: AUG 27 2025 TIME: 1:20 PM  
BY: 

Enclosed: As stated.  
SGOD/jsa