



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

Office of the Schools Division Superintendent

February 23, 2026

DIVISION MEMORANDUM

SGOD-2026-105

To : Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public School District Supervisors
 Public School Heads

Subject: **SUBMISSION OF THE CERTIFIED TRUE COPY OF THE APPROVED PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SY 2024-2025 AND PREPARATION AND VALIDATION OF OPCRF FOR SY 2025-2026**

1. Pursuant to the implementation of the Results-Based Performance Management System (RPMS) and to ensure strict adherence to updated performance management guidelines, all School Heads are hereby directed to submit the certified true copy of the duly approved Performance Commitment and Review Form (OPCRF) for SY 2024-2025, duly signed by the Records Section Unit Head.
2. The certified true copy of the approved OPCRF, duly signed by the Records Section Head and converted into PDF format, shall be uploaded on or before March 15, 2026, through this link: <https://tinyurl.com/ApprovedOPCRFSY2425>.
3. Further, School Heads shall prepare and submit the SY 2025-2026 OPCRF for validation and verification by the Rater (Assistant Schools Division Superintendent) on or before May 15, 2026, strictly using the prescribed OPCRF Version 3 template, which can be downloaded through the link: <https://tinyurl.com/OPCRFTemplateV3>. Moreover, School Heads shall ensure that all submitted documents are complete, properly accomplished, and duly signed prior to submission.
4. Immediate dissemination of and compliance with this Memorandum are hereby directed.

JepEd Schools Division Office
 RECORDS SECTION
MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

RELEASED
 DATE: 02 MAR 2026 TIME: 11:16 AM
 BY: _____

Enclosed: As stated.
 SGOD/jsa



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