



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

January 27, 2026

**DIVISION MEMORANDUM**

SGOD No. 016, 2026

**SUBMISSION OF APPROVED PERFORMANCE MANAGEMENT AND  
EVALUATION SYSTEM (PMES) TOOLS FOR CALENDAR YEARS 2025 AND 2026**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Division Section Heads  
Members of the Division Performance Management Team  
This Office

1. As an offshoot of the Performance Review and Evaluation conducted on January 12 – 13, 2026 at Anak Mindanao Building, TPES Compound, City of Tacurong, all Division Office personnel are required to upload the scanned copy of the approved 2025 Office/Individual Performance and Commitment Form (IPCRF Part I - IV) on or before January 30, 2026 through the link <https://tinyurl.com/SDO-BASED-OPRC-IPCRF>.
2. All personnel are also advised to submit the hard copy to the respective Section/Unit Heads for compilation and subsequent submission to Jennifer Claire A. Tayag, Administrative Officer IV (Records).
3. Consistent with DepEd Order No. 02, s. 2015, all Division Office personnel are required to upload the signed and scanned 2026 Commitment Form (Part 1) to the same link on or before February 6, 2026.
4. With these, all Unit/Section Heads are enjoined to monitor and ensure compliance of all SDO personnel.
5. The Secretariat of the Division Performance Management Team (DPMT) shall track the submission of all personnel and provide update to the Chairperson for appropriate action.
6. For the guidance and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

MDR/DM SGOD/ SUBMISSION OF APPROVED PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES) TOOLS FOR CALENDAR YEARS 2025 AND 2026 / January 27, 2026



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