



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

April 27, 2026

DIVISION MEMORANDUM

OSDS No. 081, s. 2026

REVIEW AND EVALUATION OF SCHOOL HEADS' PERFORMANCE AND ACCOMPLISHMENTS FOR SY 2025-2026

To: Assistant Schools Division Superintendent
 Chiefs of SGOD and CID
 SDO Section Heads and Education Program Supervisors
 School Heads
 All Others Concerned

1. This Office, through the Division Performance Management Team (PMT), shall conduct the **Review and Evaluation of School Heads' Performance and Accomplishments for SY 2025-2026** from April to June 2026.
2. The PMT, its sub-committees, and all school heads shall be guided by the following schedule of activities related to the preparation, review, validation, evaluation, signing and approval of the OPCRf.

Activity	Schedule	Venue	Personnel Involved/Responsible
Performance review and self-rating of the school head's OPCRf	April 1 to May 8, 2026	School	<ul style="list-style-type: none"> • School Heads
Validation and evaluation of the school head's performance and accomplishments through the self-rated OPCRf	May 11 – 29, 2026 Note: The specific date of the validation shall be scheduled and communicated by the PMT sub-committees to the school heads	The venue is to be decided and communicated by the PMT sub-committees to the school heads	PMT Sub-Committee A Team Leader: <ul style="list-style-type: none"> • Mayflor D. Romualdo Members: <ul style="list-style-type: none"> • Rona L. Bred • Jonel G. Solomon Groups of School Heads to Present their SY 2025-2026 Performance and Accomplishments (Self-rated OPCRf) <ul style="list-style-type: none"> • Secondary Schools • West Cluster
			PMT Sub-Committee B Team Leader: <ul style="list-style-type: none"> • Randy E. Porras Members: <ul style="list-style-type: none"> • Ernie P. Pama • Sheryll A. Moradas



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			<p>Groups of School Heads to Present their SY 2025-2026 Performance and Accomplishments (Self-rated OPCRf)</p> <ul style="list-style-type: none"> • North Cluster • East Cluster <p>PMT Sub-Committee C</p> <p>Team Leader:</p> <ul style="list-style-type: none"> • Zenaida B. Porras <p>Members:</p> <ul style="list-style-type: none"> • Cesar Q. Antolin • Ma. Dianne R. Dela Fuente <p>Groups of School Heads to Present their SY 2025-2026 Performance and Accomplishments (Self-Rated OPCRf)</p> <ul style="list-style-type: none"> • South Cluster • Central Cluster
Submission of validated OPCRf of to the Office of the Assistant Schools Division Superintendent for the final review and signing	May 11- June 2, 2025	Office of the ASDS	<ul style="list-style-type: none"> • ASDS • School Heads
Submission of rated OPCRf to the Office of the Schools Division Superintendent for Approval	June 3 – 5, 2026	SDO – Office of the SDS	<ul style="list-style-type: none"> • SDS • School Heads

3. During the performance validation, each school head shall present their self-rated OPCRf for SY 2025-2026, together with their Journal of Accomplishments and MOVs, to their assigned PMT Sub-Committee. Each PMT Sub-Committees shall notify the school heads of the specific date and venue for the presentation of their OPCRf and supporting documents.

4. The validated OPCRf shall be initialed by the respective PMT Sub-Committee Team Leader and submitted to the Assistant Schools Division Superintendent for final review and signing. It shall then be forwarded to the Schools Division Superintendent for approval.



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5. The Division PMT Chairperson shall oversee the entire process and ensure the effective implementation of all activities and the attainment of expected outputs.
6. Meals and other expenses incurred during to the conduct of the activities shall be charged against the division MOOE/local funds, subject to existing government auditing and accounting rules and regulations.
7. For information, guidance and compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosure: None
References: DO 2, 2015, DM-OUHROD-2024-0586
Allotment: None
To be indicated in the Perpetual Index under the following subjects:

PERFORMANCE
REVIEW
EVALUATION

GBB/OSDS/DM/REVIEW AND EVALUATION OF SCHOOL HEADS' PERFORMANCE AND ACCOMPLISHMENTS FOR SY 2025-2026 /April 27, 2026