



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

01 Dec 2025

DIVISION MEMORANDUM
OSDS-2025-181

**YEAR-END PERFORMANCE REVIEW AND EVALUATION FOR CY 2025
CUM PERFORMANCE PLANNING FOR CY 2026
PER FUNCTIONAL DIVISION**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
All Others Concerned

1. In compliance with DepEd Order No. 2, s. 2015 titled Guidelines on the Establishment and Implementation of the Results-Based Performance System (RPMS) in the Department of Education, all functional divisions are directed to conduct their Year-End Performance Review and Evaluation for CY 2025 cum Performance Planning for CY 2026 on the following dates:

Office	Schedule	DPMT Member/Monitor
Unit/Section	Within December 2025	(Functional Division Year-End Performance and Evaluation Only) Roel D. Balbareno (OSDS) Irma May G. Dinasas (SGOD) Rehanee P. Sambuto (CID)
Functional Division	Within December 2025	

- The activity aims to ensure the alignment of the office plan and commitment to overall organizational outcomes, objectives, and performance indicators to office KRAs and objectives.
- The consolidated reports per functional division will be presented during the division year-end performance evaluation at Green Leaf Hotel, General Santos City on December 15-17, 2025.
- The concerned DPMT Representatives are expected to submit an accomplished Division RPMS Process Monitoring Tool, while all SDO personnel shall submit the following documents after the conduct of the activity:
 - Year-end IPCRF/OPCRF duly signed by the ratee, rater, and approving authority



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- b. Journal of Accomplishments
 - c. Calibration Form (if applicable)
 - d. Monitoring and Coaching Form
 - e. Minutes of the conduct of Review (use QMS template)
 - f. MOVs
5. The above documents must be submitted online and in hard copy on or before December 29, 2025, observing the following guidelines:
- a. Online submission:
 - All documents must be duly accomplished and signed.
 - Each personnel shall submit the documents specified in Section 4a-d, while the Office Heads shall submit documents specified in Section 4a-f.
 - All documents must be scanned continuously and merged into one (1) PDF file (please observe the order mentioned above in scanning the documents).
 - The file must not exceed 10 MB.
 - Rename the scanned PDF file name as 2025 YEAREND IPCRF - NAME OF PERSONNEL (e.g., 2024 YEAREND IPCRF - JUAN F. DELA CRUZ).
 - Upload scanned files at bit.ly/LinkofOPCRFIPCRFUPLOADING, using DepEd email.
 - b. Submission of hard copy:
 - Submit one (1) copy of IPCRF/OPCRF duly signed by the ratee, rater, and approving authority at the Personnel Unit
6. For inquiries contact, contact Mr. Roel D. Balbareno at 09773941073.
7. For the information, guidance, and appropriate action of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ORIENTATIONS

Roel D. Balbareno/OSDS/MLA – year-end performance review and evaluation for cy 2025 cum performance planning for cy 2026 per functional division

1228/December 1, 2025



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