



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	Within December 2025	(Functional Division Year-End Performance and Evaluation Only)
		Roel D. Balbareno (OSDS) Irma May G. Dinasas (SGOD) Rehanee P. Sambuto (CID

- 2. 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.
- 3. 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.
- 4. 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:
 - a. Year-end IPCRF/OPCRF duly signed by the ratee, rater, and approving authority







Address: Capitol Compound, Maribulan, Alabel, Sarangani Province

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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 <u>bit.ly/LinkofOPCRFIPCRFUPLOADING</u>., 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

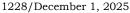
Encl.: None

Reference: As stated

To be indicated in the <u>Perpetual Index</u> 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









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