



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

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**02 Oct 2025**

**DIVISION MEMORANDUM**

SGOD-2025-181

**CRAFTING EFFECTIVE OFFICE PERFORMANCE AND COMMITMENT FORM OF  
SCHOOL HEADS FOR SY 2025–2026**

To: Public Schools District Supervisors  
Public Elementary and Secondary School heads  
Functional Division Chiefs

1. To ensure alignment of performance commitments with DepEd's strategic priorities, the DPMT will conduct a 2-day live-in activity "Crafting Effective Office Performance and Commitment Form of School Heads for SY 2025–2026" on October 6-7, 2025, at Icon Venue and Suites, CM Recto St. corner Albano St., Brgy North, General Santos City. This follow-through activity from previous engagements will focus on the actual crafting, refinement, and alignment of the OPCRf with the Division and DepEd's key priorities.
2. The specific objectives of the activity are as follows:
  - a. To provide a clear understanding of the interim guidelines governing the performance planning and commitment process.
  - b. To enable participants to craft performance objectives and indicators, as well as familiarize themselves with the content and usage of the interim OPCRf template.
  - c. To facilitate feedback and discussions to ensure that the proposed OPCRfs are aligned with the priorities of the Department; and
  - d. To discuss standards and procedures in the delivery of training under program management.
3. The expected outputs of this activity shall serve as the basis for cascading the OPCRf guidelines to the field, which will be used by all School Heads in the preparation of their OPCRf.
4. Travel expenses of the participants shall be charged against local fund subject to the usual accounting, auditing rules and regulations.
5. Enclosed is the list of Participants and Activity Matrix for reference.
6. For inquiries, Adriano A. Daligdig, EPS at 09098940521.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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Encl.: As stated

Reference: N o n e

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

**PROGRAMS**

Adriano A. Daligdig/SGOD/MLA – crafting effective office performance and commitment  
form of school heads for sy 2025–2026

0938/October 2, 2025



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CRAFTING EFFECTIVE OFFICE PERFORMANCE AND COMMITMENT FORM OF  
SCHOOL HEADS FOR SY 2025-2026

Activity Matrix

Time	Topic/s	Person In-charge
<b>Day 1 (October 6, 2025)</b>		
9:00-9:30	Registration	
	Preliminaries	AVP
	Checking of Attendance	<b>Ismael R. Villaluz</b> EPS II
	Welcome Message	<b>Ma. Shirley M. Cardinal</b> Chief SGOD
9:30-10:00	Re-orientation on the Interim Office Performance Review of the OPCR of the School Heads per DepEd Memorandum-OUHROD-2024-0586	<b>Adriano A. Daligdig</b> , EPS
10:00-12:00	Workshop	<b>Ismael R. Villaluz</b> EPS II
12:00-1:00	Lunch Break	
1:00-4:00	Workshop (continuation)	<b>Participants</b>
	Ways Forward	<b>Roel D. Balbareno</b> AO IV – Personnel Unit
	Closing Prayer	<b>Host</b>
<b>Day 2 (October 7, 2025)</b>		
8:00-8:30	Preliminaries	
	Checking of attendance/Recap	<b>Ismael R. Villaluz</b>
	Message	<b>Adriano A. Daligdig</b> EPS
8:30-12:00	Presentation of Output	<b>Assigned School Head</b>
	Feedbacking	<b>Adriano A. Daligdig</b> , EPS <b>German Piamonte</b> , Principal VI <b>Glenda L. Elem</b> , PSDS <b>Ruvelyn Homicillo</b> , SP II
12:00-1:00	Lunch Break	
1:00-4:00	Presentation of Output	<b>Assigned School Head</b>
	Feedbacking	<b>Adriano A. Daligdig</b> , EPS <b>German Piamonte</b> , Principal VI
	(continuation)	



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		<b>Glenda L. Elem</b> , PSDS
		<b>Ruvelyn Homicillo</b> , SP II
	Ways Forward	<b>Roel D. Balbarena</b> AO IV – Personnel Unit
	Closing Prayer	<b>Host</b>

List of Participants

1. Atty. Nelyn B. Frinal, CESO VI
2. Ma. Shirley M. Cardinal, Chief SGOD
3. Adriano A. Daligdig, EPS/Interpellator
4. Glenda L. Elem, PSDS/ Interpellator
5. German Piamonte, Principal VI/ I Interpellator
6. Ismael R. Villaluz, EPS II
7. Roel D. Balbarena, AO IV
8. Harjolan Salutan, HT I - Laganan IS
9. Marilyn Falsario, SP I - Dalangdang ES
10. Kurt Catolico, SP2 - GPCEs
11. Ricky Catog, HT- Dlama ES
12. Rex Bragado, SP I- Maitum ES
13. Ailyn Valdez, TIC- Kiayap ES
14. Tito Maslog, SP II- Alegria CES
15. Arbert Lancheta- HT-Sofan ES
16. Luz Berse, SP I- Malapatan NHS
17. Analyn Catalan, HT- Kiahe IS
18. Kareen Joy Betonio, SP III- Kiamba NHS
19. Lina Carido- HT1- Avelina F. Dela Cruz ES
20. Grace Dinopol, HT I- Ireneo CES