



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

31 Mar 2026

DIVISION MEMORANDUM

No. **037**, s. 2026

CONDUCT OF SCHOOL-BASED PERSONNEL PERFORMANCE PLANNING AND TARGET SETTING FOR SY 2026-2027

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary & Secondary School Heads
This Division

1. The Administrative Services Section – Personnel Unit enjoins all public elementary and secondary schools to conduct a school-based performance planning and target setting for SY 2026-2027 on their preferred schedule, preferably from May 25-29, 2026.
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 pursuant to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation of the Results-Based Performance Management System) and DO 42, s. 2017 (National Adoption and Implementation of the Philippine Professional Standards for Teachers).
3. The District Supervisors shall facilitate the conduct of performance planning and target setting for SY 2026-2027 in their respective district offices.
4. The deadline for submission of the following school-based performance planning and target-setting outputs is on June 26, 2026.

Personnel concerned	Outputs to be uploaded
School-based teaching and non-teaching personnel	bit.ly/PERFORMANCEOUTPUTSUPLOADING IPCRF for SY 2026-2027 with targets and Performance Indicators (Part 1-4) and with the signature of the ratee and rater

5. No hard copy shall be submitted to the Schools Division Office. The hard copies of the outputs for target setting shall be kept per school and shall be checked by the School Performance Management Team (SPMT). Please be reminded that the use of electronic signatures is prohibited.
6. In uploading the SY 2026-2027 performance planning and target-setting outputs, the IPCRF must be scanned and saved in a PDF file with the filename: SY2026-2027 TARGETSIPCRF-NAME OF PERSONNEL (e.g., SY2026-2027 TARGETSIPCRF-DELA CRUZ, JUAN A.). The file must not exceed 10MB.



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7. Select Division Performance Management Team (DPMT) members shall randomly join the respective conduct of performance planning and target setting.
8. For inquiries contact, contact Mr. Roel D. Balbareno at 09773941073.
9. Widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

PROGRAMS

Roel D. Balbareno/OSDS/DM – conduct of school-based personnel performance planning
and target setting for sy 2026-2027

0266/March 31, 2026