



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

31 Mar 2026

DIVISION MEMORANDUM

No. **038**, s. 2026

SUBMISSION OF YEAR-END PERFORMANCE EVALUATION OUTPUTS FOR SY 2025-2026 OF SCHOOL-BASED PERSONNEL

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

1. In Relation to DepEd Order no 2. s. 2015 titled “Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education and DM-OUHROD-2025-0922 titled “Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES)”, the Administrative Services Section – Personnel Unit enjoins all school-based personnel to submit the following year-end performance evaluation outputs for school year 2025-2026:

a. For Teaching and Non-Teaching Personnel

Performance Year-End Evaluation Outputs		
Hard Copy	Scanned Copy for Uploading	Remarks
<ol style="list-style-type: none"> Duly accomplished and approved IPCRF (Parts I-IV) Duly accomplished Performance Monitoring and Coaching Form Duly accomplished Calibration Form, if applicable 	<ol style="list-style-type: none"> Duly accomplished and approved IPCRF (Parts I-IV) Duly accomplished Journal of Accomplishments Duly accomplished Performance Monitoring and Coaching Form Duly accomplished Calibration form, if applicable 	<ol style="list-style-type: none"> The hard copies of the year-end performance evaluation outputs of teaching and non-teaching personnel must be compiled in one folder with Year End Performance Evaluation Outputs SY 2025-2026 reflected in the cover page with school and district Submit the required documents to the Personnel Unit The deadline for



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

		submission of hard and soft copies is 30 June 2026
--	--	--

b. For School Heads

Performance Year-End Evaluation Outputs		
Hard Copy	Scanned Copy for Uploading	Remarks
1. Duly accomplished and approved Office Performance Commitment and Review Form (OPCRF), (Parts IIV) 2. Summary/ 3. Consolidated ratings of teaching and nonteaching personnel.	1. Approved OPCRf 2025-2026 2. Duly accomplished Journal of Accomplishments 3. Duly accomplished Performance Monitoring and Coaching and Form 4. Approved recalibrated KRAs and Objectives 5. Minutes of the conduct of yearend performance evaluation with pictures/MOVs (QMS Template) 6. Attendance of the conduct of yearend performance evaluation of teaching and nonteaching personnel (QMS Template)	1. Submission of the compiled year-end performance evaluation outputs shall start from April 20 to April 24 2026 at the ASDS Office. 2. Checking of MOVs, signing and approving of year-end outputs shall start from 4-8 May 2026 3. Submission of final output (soft and hard copies) signed by the rater and approving authority is on 30 June 2026. 4. Hard Copies shall be submitted to the Personnel Unit.

- For schools without a master teacher, the Department Head may serve as the rater, provided they have an official designation.
- The scanned copy of the required outputs shall be uploaded at: bit.ly/PERFORMANCEOUTPUTSUPLOADING. In uploading the SY 2025-2026 year-end performance outputs, the IPCRF/OPCRF must be scanned and saved in a PDF file with the filename: SY2025-2026YEARENDIPCRF-NAME OF PERSONNEL (e.g., SY2025-2026 YEARENDIPCRF-DELA CRUZ, JUAN A.). The file must not exceed 10MB.



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph



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

4. **The use of electronic signature is prohibited.** The School Performance Management Team (SMPT) shall check the completeness and the authenticity and veracity of documents before these shall be uploaded and submitted. The SPMT shall also monitor the submission of the required outputs of their respective teaching and non-teaching personnel.
5. For inquiries contact, contact Mr. Roel D. Balbareno at 09773941073.
6. Widest dissemination of this Memorandum is desired.

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:

REPORTS

Roel D. Balbareno/OSDS/DM – submission of year-end performance evaluation outputs
for sy 2025-2026 of school-based personnel

0267/March 31, 2026



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province

Telephone No.: (083) 508-2039

Website: www.depedsarangani.com

Email Address: sarangani@deped.gov.ph