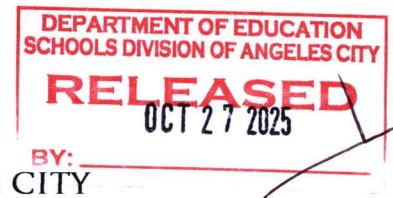




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



27 Oct 2025

DIVISION MEMORANDUM

No. 364, s. 2025

SUBMISSION OF SUMMARY OF OPCRf AND IPCRF RATINGS WITH SCANNED COPIES OF INDIVIDUAL OPCRFS AND IPCRFS OF DIVISION AND SCHOOL PERSONNEL AFTER EACH RATING PERIOD

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
School Heads of Public Elementary and Secondary Schools
All Concerned

1. In adherence to the provisions of **DepEd Order No. 2, s. 2015**, titled "*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)*," all concerned are hereby directed to comply with the **submission of summary of OPCRf and IPCRF ratings with scanned copies of individual OPCRFS and IPCRFS of division and school personnel after each rating period.**
2. The consolidated **summary of OPCRf ratings** for Division Heads, Unit Heads, and School Heads, along with their **signed and scanned individual OPCRFS**, shall be submitted to the **SGOD – Planning Unit** to facilitate the scheduled review and evaluation of office commitments by the Performance Management Team (PMT) prior to the commencement of the performance planning and commitment phase for the succeeding rating period.
3. The consolidated **summary of IPCRF ratings** for teaching and non-teaching personnel, along with their **signed and scanned individual IPCRFS**, shall be submitted to the **SGOD – Human Resource Development Unit** to provide analytical data on personnel retention, skill and competency gaps, and talent development plans aligned with the Division's strategic human resource and organizational development goals.
4. The deadline of submission of performance ratings, particularly the School Year (SY) **2024–2025 ratings for schools** and the Fiscal Year (FY) **2024 ratings for functional divisions** will be on **November 24, 2025.**



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

5. All files must be submitted in **PDF format** (for individual forms) and **Excel format** (for summary tables) via the following links, to ensure proper tracking and organization:

Division: <https://tinyurl.com/yp47379y>

School: <https://tinyurl.com/2drryvwd>

6. Strict adherence to the submission timeline is required. Non-submission or late submission of OPCRFS to the Planning Unit or IPCRFs to the HRD Unit shall result in disqualification from performance-based personnel actions tied to the performance rating, such as promotion, training opportunities, scholarship grants, and Performance-Based Bonus (PBB).

7. All original and physical copies of OPCRFS and IPCRFs must be properly filed and retained in the respective Functional Division Offices (for division personnel) and School Offices (for school personnel) for audit and reference purposes. Office and school heads are held accountable for ensuring the accuracy, completeness, and timeliness of the submissions from their respective personnel.

8. For any questions or clarifications, you may contact **Ms. Marilou Q. Castro** at marilou.castro@deped.gov.ph or **0932 320 0970**, and **Ms. Arcely G. Garcia** at arcely.gracia@deped.gov.ph or **0927 802 0651**.

9. Your full cooperation in this matter is earnestly expected for your information, guidance, and strict compliance.

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent *wh*

Reference: DepEd Order No. 2, s. 2015 – *Guidelines in the Establishment and implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*

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

EMPLOYEES
PERFORMANCE

OFFICIALS
POLICY

SGOD/CES/October 27, 2025



Jesus St., Brgy. Pulungbulu, Angeles City 2009
[045\) 901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)