



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

06 Jul 2026

**DIVISION MEMORANDUM**

No. 273, s. 2026

**FINALIZATION OF THE ACCOMPLISHMENT OF THE SCHOOLS DIVISION OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES)**

To: Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operations Division (SGOD)  
Unit Heads (Personnel, Finance, IT, Legal)  
All Concerned

1. To ensure the timely completion, validation, and submission of the **Schools Division Office (SDO) Office Performance Commitment and Review Form (OPCRF)** and the **Career Executive Service Performance Evaluation System (CESPES)**, all concerned officials are hereby directed to attend the Finalization Meeting on July 8, 2026, (Wednesday), at 9:00am, to be held at the Learning and Development Conference Room.

2. The activity aims to review the accomplishments, validate the performance indicators and supporting documents, reconcile office targets with actual accomplishments, and finalize the OPCRf and CESPES reports before submission to the appropriate approving authorities.

3. The following officials are required to attend:

- Chief, Curriculum Implementation Division (CID)
- CID Supervisors' Representative
- Chief, School Governance and Operations Division (SGOD)
- Human Resource Development Unit – SEPS & EPS II
- Social Mobilization and Networking Unit – SEPS & EPS II
- SGOD Education Program Supervisor
- Administrative Officer V
- Budget Officer
- Accountant
- Legal Officer
- Information Technology Officer
- Mr. Josell Hernandez
- Mr. Noel Reganit

4. The meeting shall cover the following:

- Validation of the accomplishments of each office and unit;
- Accomplishment of OPCRf targets, indicators, and accomplishments;
- Reconciliation of supporting documents and means of verification;
- Consolidation of the SDO OPCRf;



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- Review and completion of the CESPES requirements;
  - Identification of remaining compliance requirements;
  - Agreement on the timeline for submission of the final documents; and
  - Other matters related to performance management.
5. All participants are requested to:
- Bring updated accomplishment reports and supporting documents;
  - Ensure that all performance indicators are properly supported by evidence;
  - Cooperate and collaborate with the **Planning and Research Unit** and the **School Management Monitoring and Evaluation Unit**, the lead units for the Finalization Meeting, as necessary to ensure the timely completion, validation, and submission of the required documents; and
  - Submit any remaining documentary requirements within the prescribed timeline.
6. Attendance of all concerned officials is hereby enjoined to facilitate the timely completion and submission of the SDO OPCR and CESPES in accordance with applicable Civil Service Commission, Career Executive Service Board, and Department of Education policies.
7. For information, guidance, and strict compliance.

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

References: Office Functions Version 3  
CESPES

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

MONITORING                      ACCOMPLISHMENTS

FUNCTIONAL DIVISIONS      PERFORMANCE

SGOD/CES/July 6, 2026