



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY  
Calbayog City

16 December 2025

OFFICE MEMORANDUM  
NO. 640, s. 2025

**CONDUCT OF CY 2025 ACCOMPLISHMENT REPORTING  
AND TARGET SETTING FOR CY 2026**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Section/Unit Heads  
All Others Concerned

1. This Office, through the SGOD-Human Resource Development Section shall conduct the CY 2025 Accomplishment Reporting and Target Setting for CY 2026 on December 22-23, 2026 at a venue to be announced in a separate Issuance.
2. The objective of this activity is to report accomplishments as per Individual Performance Commitment Review Form (IPCRF) and Office Commitment Review Form (OPCRF); and to identify indicators for adjustments as well as new targets for CY 2026.
3. The participants of this activity are all the OSDS, CID and SGOD personnel.
4. Participants are required to prepare in advance their accomplishment report and their targets ready for reporting.
5. Expenses for food, accommodation and venue rentals and other expenses relative to the conduct of this activity is charged to GAA/MOOE/HRD INSET Fund, subject to accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.



*[Signature]*  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
OIC-Schools Division Superintendent



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