



Republic of the Philippines

Department of Education

Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

P2, Hamorawon, Calbayog City, Western Samar

January 14, 2026

OFFICE MEMORANDUM

No. 005, s. 2026

YEAR-END PERFORMANCE REVIEW AND EVALUATION OF ACCOMPLISHMENTS OF THE SCHOOLS DIVISION OFFICE OF CALBAYOG CITY

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads
All others concerned

1. In adherence with DepEd Order No. 02, s. 2015 entitled "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education", this Office, through the Division Performance Management Team (PMT), shall conduct the Year-End Performance Review and Evaluation of Accomplishments of The Schools Division Office of Calbayog City on January 28-29, 2026 at SDO Calbayog City Conference Hall.
2. This activity aims to achieve the following:
 - 2.1 Conduct Phase II of the RPMS Cycle -Performance Reviews Evaluation for CY 2025 OPCRF/IPCRF of all section and unit heads of SDO Calbayog City;
 - 2.2 Consolidate the overall ratings for the actual accomplishments and results.
 - 2.3 Present the unit accomplishments versus the targets.
3. Below is the Year-End Performance Review activity matrix:

Date/Time	Activity	In-charge
Day 1: January 28, 2026 8:00-9:00	Registration	SGOD-HRD
9:00- 9:30	Opening Program	SGOD-SMME
9:30- 9:45	Health Break	SGOD-SMME
9:45- 12:00	Performance Review and Evaluation per Division, Unit, or Section	Heads of Division, Unit, or Section
1:00-5:00	Performance Review and Evaluation per Division, Unit, or Section	Heads of Division, Unit, or Section

Date/Time	Activity	In-charge
Day 2: January 29, 2026 8:00-8:30	Opening Program	SGOD-HRD
8:30- 9:30	Opening Program	SGOD-SMME
9:30- 10:30	Reporting of Consolidated Accomplishments- CID	CID Chief
10:30-12:00	Reporting of Consolidated Accomplishments- SGOD	SGOD Chief
12:00-1:00	Lunch Break	
1:00-4:00	Submission of Results of Performance Review and Evaluation as basis for Performance Rewarding and Developmental Planning (OPCRF Heads of Division, Unit, or Section)	Heads of Division, Unit, or Section
4:00-5:00	Closing Program	SGOD-SMME

4. The presentation of the accomplished OPCRFs with self-rating shall be in the form of PowerPoint slide decks containing the following entries:
 - KRA with percentage allocations
 - Objectives (with weight per objective)
 - Key Performance Indicators (KPIs)
 - Actual Output/Results
 - Rating in terms of Quality, Efficiency, and Timeliness (QET)
 - Average Rating for the QET
 - Score
 - Total Score/Points
5. The self-rating of each OPCR shall change depending on the MOVs submitted by the concerned schools/offices upon evaluation and validation by the PMT. Hence, it is reiterated that each rating indicated shall have a complete set of documents to justify and support the given rating.
6. Expenses related to the said activity shall be charged to the **Division MOOE/Local Fund**, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

*Enclosure: None
Reference: As stated*

To be indicated in the Perpetual Index under the following subjects:
OPCREF TARGET SETTING RPMS

