

January 5, 2026

OFFICE MEMORANDUM
No. 001, s. 2026

**FINALIZATION OF TARGETS FOR THE 2026 OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF) OF THE
SCHOOLS DIVISION OFFICE**

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

1. In alignment with DepEd Order No. 02, s. 2015 and Regional Memorandum No. 1725, s. 2025, entitled "Reminder on the Conduct of the Target Setting for the 2026 Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF)," this Office, through the Division Performance Management Team (PMT), shall conduct the **Finalization of Targets for the 2026 OPCRF of the Schools Division Office on January 12, 2026 (Monday), from 8:00 AM to 5:00 PM, at the SDO Conference Hall.**
2. As an integral component of the Results-Based Performance Management System (RPMS) Phase 1, this activity aims to:
 - a. review and discuss organizational goals as bases for setting performance standards;
 - b. review the office functions of the functional divisions based on the Compendium of Functions of the Schools Division Office;
 - c. finalize the performance targets and commitments for the 2026 OPCRF of the Schools Division Office; and
 - d. discuss other related matters.
3. The Chief Education Supervisors (ES) of the functional divisions, in consultation with their personnel, shall determine the appropriate schedule for finalizing the targets of their respective OPCRFs.
4. As such, the Chief Education Supervisors are directed to submit their **first draft OPCRFs** for review, following the template provided by the Planning and Research Section, to the **Office of the Schools Division Superintendent (SDS)** on or before **12:00 noon, January 14, 2026**.
5. The **finalized OPCRFs**, with approved targets and aligned with the Compendium of Office Functions version 3, M and E Plan, and WFP, shall be submitted to the **Office of the Assistant Schools Division Superintendent**, Chairperson of the Division PMT, on or before **January 16, 2026**.

6. Immediate dissemination of and compliance with this Memorandum are 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:

OPCRF

RPMS

FINALIZATION OF TARGETS

SGOD-PRS-GVP

