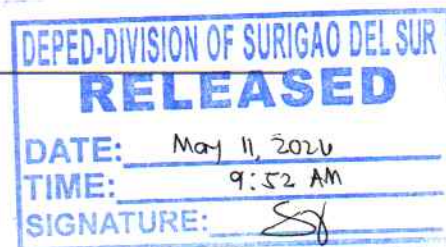




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Document Tracking No


 May 7, 2026  
 RB499353-2026

 Division MEMORANDUM  
 No. 165, s. 2026

To: Assistant Schools Division Superintendent  
 Chief of CID and SGOD  
 Division Performance Management Team  
 Public Schools District Supervisors/ District In-Charge  
 School Heads  
 This division

**SUBMISSION OF CY 2026 OFFICE PERFORMANCE COMMITMENT AND  
 REVIEW FORM (OPCRF) OF ALL SCHOOL HEADS.**

- In line with the performance management and evaluation system of the Department of Education, this Office announces the submission of the Calendar Year (CY) 2026 Office Performance Commitment and Review Form (OPCRF) of all School Heads.
- As part of the evaluation process, there will be an online presentation of OPCRf Accomplishments scheduled on May 18–22, 2026, to be conducted through Microsoft Teams. The presentation shall be facilitated by the Division Performance Management Team to validate and assess the performance outputs of School Heads. The meeting link shall be posted at a later date.
- The following are required to conduct the presentation:
  - All Principal III and IV; and
  - School Heads designated as Teacher-In-Charge (TIC) and those holding Head Teacher I, II, III, and Principal I and II positions with an Outstanding performance rating.
- The schedule of presentations shall be as follows:

Date	Districts
May 18, 2026	Lingig I, Lingig II, Carrascal, Madrid
May 19, 2026	Hinatuan North, Hinatuan South, Cantilan, Cortes,
May 20, 2026	Tagbina I, Tagbina II, Carmen, San Miguel
May 21, 2026	Barobo, Lianga, Lanuza, San Agustin,
May 22, 2026	Marihatag, Cagwait, Bayabas, Tago

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5. All identified School Heads are expected to prepare a clear and comprehensive presentation highlighting their targets, accomplishments, Means of Verification (MOVs), and innovations undertaken during the rating period.
6. Furthermore, all School Heads are directed to submit their duly accomplished OPCRf together with the complete portfolio of Means of Verification (MOVs) to the Planning and Research Unit on or before May 30, 2026. The submitted OPCRfs shall be subject to validation by the Division Performance Management Team for endorsement to the Office of the Assistant Schools Division Superintendent, for approval of the Schools Division Superintendent.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: None  
References: None  
To be indicated in the Perpetual Index  
Under the following subjects:

PERFORMANCE MANAGEMENT

SGOD/upg  
05/07/2026



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