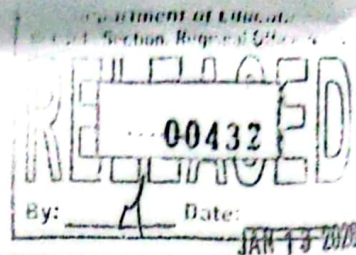






Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



12 Jan 2026

REGIONAL MEMORANDUM  
 No. 0061, s. 2026

**MECHANICS FOR THE CONDUCT OF THE VALIDATION OF THE CY 2025  
 SCHOOLS DIVISION OFFICES' OFFICE PERFORMANCE AND  
 COMMITMENT REVIEW FORM (OPCRF) WITH SELF-RATING**

To : Assistant Regional Director  
 Schools Division Superintendents  
 RPMT/RPVT Members  
 All Others Concerned

1. This Office, through the Regional Performance Validation Team (RPVT), hereby informs all Schools Division Superintendents (SDSs) of the mechanics for the conduct of the validation of the CY 2025 Schools Division Offices' Office Performance and Commitment Review Form (OPCRF) with Self-Rating.
2. To ensure the smooth and orderly conduct of the validation, all concerned personnel from the Schools Division Offices (SDOs) and the RPVT are enjoined to observe the following mechanics:

Particular	Instructions/Details
List of Means of Verifications	<p>The MOVs, which shall serve as proof of performance and accomplishment of targets, must be pre-identified and prepared by each SDO. These shall be submitted to pprd.rov@deped.gov.ph on or before 23 January 2026, or at least three (3) days prior to the scheduled validation.</p> <p>However, RPVT members may request additional MOVs not included in the submitted list, as deemed necessary based on their assessment. Schools Division Offices (SDOs) may likewise present and submit additional relevant MOVs during the validation. Meanwhile, MOVs and presentations utilized during the 4th Quarter PIRPA shall be shared with PPRD and RPVT through QAD and need no longer be re-presented during the validation.</p>
Schedule and Assigned Team	Please refer to Annex A for the validation schedule and the list of RPVT members assigned to each SDO. The RPVT Team Leader, in coordination with the assigned SDO, shall agree on the preferred schedule within the approved timeframe.
SDO's Preparation	<p>Each SDO shall designate a specific room or area for the validation process. MOVs must be properly organized per Key Result Area (KRA) and Objective to facilitate efficient validation.</p> <p>In line with the Department's policy on austerity and cost-efficiency, SDOs are instructed to refrain from any lavish preparations (e.g., tarpaulins, leis, or tokens for validators).</p>

*Food  
 - Hall Preparation  
 - SDOs  
 - Security*



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Particular	Instructions/Details
	Accommodation expenses of RPVT members shall be charged to their respective Travel Expenses Voucher (TEV).
<b>Conduct of Validation</b> Pre-Validation:	<ul style="list-style-type: none"> <li>▪ Upon arrival, the SDO shall provide the RPVT Team Leader with a copy of the CY 2025 OPCRf with Self-Rating.</li> <li>▪ The self-rating must be indicated in whole numbers only (i.e., 5, 4, 3, 2, 1).</li> <li>▪ The RPVT Team Leader shall ensure that the OPCRf provided is consistent with the submitted and approved CY 2025 OPCRf, in accordance with DM-OUHROD-2024-0586.</li> </ul>
During Validation:	<ul style="list-style-type: none"> <li>▪ RPVT members shall transfer the indicated self-ratings to the prescribed templates (see Annex B).</li> <li>▪ Each RPVT member shall assess the objectives based on the submitted MOVs using the prescribed rating scale and compute the score per KRA.</li> <li>▪ In cases of differing assessments or when additional relevant MOVs are presented, the RPVT Team Leader and concerned members shall deliberate to determine the acceptability of the additional MOVs.</li> <li>▪ All accomplished rating sheets shall be submitted to the designated documenter.</li> </ul>
Post Evaluation:	<ul style="list-style-type: none"> <li>▪ An Exit Conference shall be conducted to present validation results per KRA, including identified strengths, weaknesses (if any), developmental needs, and the proposed final rating for the rater's consideration.</li> <li>▪ The validated rating shall not be posted on social media. Ratings shall be deemed final and official only upon signing by the Rater (Assistant Regional Director) and approval by the Approving Authority (Regional Director).</li> </ul>

3. Expenses related to this activity, including the travel expenses of RPMT/RPVT members, van rentals, food and venue for the orientations, shall be charged to the Regional Office Funds, subject to the existing budgeting, accounting, and auditing rules and regulations. Any expenses incurred by the SDOs for the conduct of this activity should be charged to their respective local funds, also in accordance with the relevant budgeting, accounting, and auditing rules and regulations.

4. Should you have clarifications, you may contact PPRD at [pprd.row@deped.gov.ph](mailto:pprd.row@deped.gov.ph) and the RPMT Secretariat through Personnel Section of the Administrative Division at [personnel.row@deped.gov.ph](mailto:personnel.row@deped.gov.ph).

5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
 Regional Director

Ref.: DepEd Order No. 2, s. 2015 dated February 6, 2015

To be indicated in the Perpetual Index  
under the following subjects

COMMITMENT  
COMPENDIUM

OFFICE FUNCTIONS  
PERFORMANCE

VALIDATION

PPRD/rtb/msc  
01/12/2026

**Annex A: Composition of the Regional Performance Validation Team and Schedule**

Assigned KRA	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
<b>SDO Assignment</b>	<b>CAMARINES NORTE NAGA CITY</b>	<b>MASBATE MASBATE CITY</b>	<b>SORSOGON SORSOGON CITY</b>	<b>ALBAY LEGAZPI CITY LIGAO CITY</b>	<b>IRIGA CITY CAMARINES SUR</b>	<b>TABACO CITY CATANDUANES</b>
<b>Date of Validation</b>	<b>Feb 4-6, 2026</b>	<b>Feb 3-6, 2026</b>	<b>Feb 5-6, 2026</b>	<b>Jan. 28, 29, and 31, 2026</b>	<b>Feb 5-6, 2026</b>	<b>Feb 4-6, 2026</b>
<b>Chair/Leader:</b>	<b>GRACE U. RABELAS</b>	<b>SANCHA M. NACION</b>	<b>EVANGELINE A. SACULO</b>	<b>ROY T. BAÑAS</b>	<b>JOCELYN O. DY</b>	<b>JOAN L. LAGATA</b>
<b>Co-chair:</b>	MARIA CRISTINA G. BAROSO	ROSE ANN B. TUBIG	NORA J. LAQUIDA	TERESA C. BUASAN	RONALDO B. BUELLA	CASIANO B. PERDIGONES, JR.
<b>Members:</b>	Andrew P. Raguero	Roy G. Rapsing	Jose Jr. A. Chavez	Mercy S. Castillo	Hallen R. Monreal	Lida R. Alcantara
	Christie L. Alvarez	Joshua E. Oyon-Oyon	Priscilla J. Ombao	Michelle P. Pequeña	Chozara P. Duroy	Maria Ayrin B. Adriano
	Manuel F. Babasa	Rowena L. Bacea	Thelma N. Navera	Mary Ann T. Bañas	Rosary Ann A. Gimenez	Leo R. Madriaga
	Jeremy A. Cruz	Atty. Domilyn G. Silerio	Sheryl D. Cerillo	Ilya O. Vargas	Joy B. Margallo	Bernadette M. Robles
	Regie A. Abarrientos	Jeremy A. Atad	Joy C. Chavez	Karen S. Legson	Luisa Fe L. Montas	Zer Jethro Rodmell A. Roscuata
	Ma. Theresa D. Astor	Sylver Rose Nile S. Olicia	Maricel B. Bernal	Shannon D. Abogado	Marvin B. Buhat	Loyd H. Botor
	Hera Mae Cerillo-Daet	Mayflor Marie L. Jumamil	Israel P. Parra	Catalina P. Garcia	Marites O. Rabulan	Salvador B. Deyto, Jr.
	Melanie D. Encarnacion	Jinky A. Villareal	Ma. Corazon A. Aler		Paraluman M. Torregoza	Catherine H. Rabacal
Mark Kevin A. Arroco				Ma. Leilani R. Lorico	Jay S. Oliquino	
<b>Documenter:</b>	Regie A. Abarrientos	Mary Ann B. Albendia	Thelma N. Navera	Ma. Alexandra L. Bacunawa	Rosary Ann A. Gimenez Ruth B. Bendita	Jasminena H. Borito