



Republic of the Philippines

## Department of Education

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

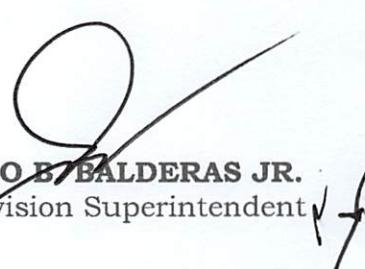
09 January 2026

DIVISION MEMORANDUM  
No. 018 s. 2026

### CALIBRATION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) OF SDO-BASED PERSONNEL AND OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) OF FUNCTIONAL DIVISIONS

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In adherence with the **Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2012** titled **Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)** and **DepEd Order (DO) No. 2, s. 2015** titled **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)** in the Department of Education, this Office reiterates the importance of adhering to the prescribed guidelines and provisions.
2. It ensures that personnel are recognized with fairness and accuracy, upholding both due diligence and the rightful acknowledgment of their contributions to the achievement of the goals of the Department of Education.
3. In this regard, all concerned are hereby advised to comply with SPMS requirements; one of which is the Calibration of Rating, to be conducted on **January 19-23, 2026**, at the **Fuente de Alitao 4<sup>th</sup> Floor of the SDO**.
4. The Schedule of Calibration and the Performance Management Team (PMT) is attached in Enclosure 1 – Calibration of Rating Schedule for FY 2025. Unit Heads should ensure that transactions are not paralyzed while the activity is on-going.
5. Calibration of OPCRF shall be conducted on **January 23, 2026** at the **ASDS Conference Room**.
6. Strict compliance of this Memorandum is desired.

  
CELEDONIO B. BALDERAS JR.  
Schools Division Superintendent

Encl.: As stated

Reference: CSC MC No. 6, s. 2012 & DO No. 2, s. 2015

To be indicated in the Perpetual Index

under the following subjects:

## PERFORMANCE MANAGEMENT

SGOD- calibration of individual performance commitment and review form (ipcrf) of sdo-based personnel and office performance commitment and review form (opcrf) of functional divisions

SGONSB9J-004145/ January 09, 2026

Enclosure 1

**CALIBRATION OF RATING SCHEDULE FOR FY 2025**

<b>Section/Unit/Division</b>	<b>Date of Calibration</b>	<b>PM Calibrating Team</b>
School Governance and Operations Division (SGOD)	January 19-20	Chairperson: Edwin R. Rodriguez Members: Grasiela L. Hernandez Sigrid F. Tibordo
Curriculum Implementation Division (CID)	January 19-20	Chairperson: Conrado C. Gabarda Members: Agnes M. Luzadas Gener C. Delos Reyes
Office of the Schools Division Superintendent (OSDS)  Administration Budget Cash Procurement Supply Legal	January 19-20	Chairperson: Imelda C. Raymundo Members: Louie L. Fulledo Marife R. Lagar
Accounting OASDS OSDS ICT Records Personnel	January 21-22	*Other Evaluators who may be requested to calibrate for the OSDS: Edwin R. Rodriguez Imelda C. Raymundo Gener C. Delos Reyes  **To calibrate personnel not from their own office: Grasiela L. Hernandez Conrado C. Gabarda Agnes M. Luzadas