



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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15 April 2026

DIVISION MEMORANDUM  
No. 256 s. 2026

**CALIBRATION OF SCHOOL OFFICE PERFORMANCE COMMITMENT AND  
REVIEW FORM (OPCRF) SCHOOL YEAR (SY) 2025-2026**

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


1. In adherence to the **Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2012**, titled **Guidelines on the Establishment and Implementation of the Agency Strategic Performance Management System (SPMS)**, and **Department of Education (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 conduct of the calibration of OPCRf ratings in public elementary and secondary schools.
2. The calibration process ensures that school leaders are recognized fairly and accurately, upholding due diligence and the rightful acknowledgment of their contributions to the achievement of the Department of Education's goals.
3. In this regard, all concerned are hereby advised of the schedule of calibration of the Office Performance Commitment and Review Form (OPCRF) for SY 2025–2026 on **April 23 and 28, 2026**, at **Puente de Alitao, 4th Floor, SDO Building**. Attached as Enclosure 1 is the Schedule of Calibration and the List of Validators and Secretariat.
4. It is expected that the OPCRf and Means of Verification of the schools shall be prepared and presented for validation by the current School Heads to the assigned validators. All concerned are advised to adhere strictly to their respective schedules. In case of delay, they shall be responsible for securing the availability of the assigned validators. Furthermore, all concerned are required to submit two (2) final copies of the duly accomplished OPCRf.

5. Strict compliance of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**MONTANO L. AGUDILLA JR.**  
Senior Education Program Specialist - SMME  
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order No. 2, s. 2015

CSC Memorandum Circular No. 6, s. 2012

To be indicated in the Perpetual Index  
under the following subjects:

OPCRF  
CALIBRATION

SGOD- calibration of school office performance commitment and review form (opcrf) school year 2025-2026  
SGO22442-004631 /April 15, 2026

Enclosure 1

**SCHEDULE OF CALIBRATION**

School	Date and Time	List of Validators
<b>April 23, 2026</b>		
Dr. Herbert D. Perez, CESO VI – Assistant Schools Division Superintendent (Chairperson)		
Alsam IS	9:00 – 9:30am	<b>Team 1</b> Dr. Imelda C. Raymundo - Chief Education Supervisor – SGOD Conrado C. Gabarda - Administrative Officer V Agnes M. Luzadas – Accountant III Dr. John Cavin S. Rodil – SEPS – HRDS (Secretariat) Angelique Joy H. Estole – Administrative Aide VI
Busal IS	9:30 – 10:00am	
Cipriano J. Querubin ES	10:00 – 10:30am	
Domoit ES	10:30 – 11:00am	
East Palale ES	11:00 – 11:30am	
Eugenio Francia IS	11:30 – 12:00nn	
Froilan E. Lopez ES	1:00 – 1:30pm	
Gibanga ES	1:30 – 2:00pm	
Mate IS	2:00 – 2:30pm	<b>Team 2</b> Dr. Edwin R. Rodriguez – Chief Education Supervisor – CID Grasiela L. Hernandez – Human Resource Management Officer II Louie L. Fulleo – Level III Representative, DepEd National Employees’ Union (NEU) Marife R. Lagar – Planning Officer III La Trisha L. Dalit – EPS II – HRDS (Secretariat) Aerylle Z. Saberola – Administrative Assistant III
Ilasan IS	9:00 – 9:30am	
Ipilan-Alitao ES	9:30 – 10:00am	
Calumpang ES	10:00 – 10:30am	
Katigan-Alupay ES	10:30 – 11:00am	
Lalo ES	11:00 – 11:30am	
Lawigue ES	11:30 – 12:00nn	
Malao-A/Calantas ES	1:00 – 1:30pm	
Lakawan ES	1:30 – 2:00pm	
Masin ES	2:00 – 2:30pm	
<b>April 28, 2026</b>		
Mayuwi Community School	9:00 – 9:30am	<b>Team 1</b> Dr. Imelda C. Raymundo - Chief Education Supervisor – SGOD Conrado C. Gabarda - Administrative Officer V Agnes M. Luzadas – Accountant III Dr. John Cavin S. Rodil – SEPS – HRDS (Secretariat) Angelique Joy H. Estole – Administrative Aide VI
North Palale ES	9:30 – 10:00am	
Pandakake IS	10:00 – 10:30am	
Potol ES	10:30 – 11:00am	
Tayabas East CS	11:00 – 11:30am	
Tayabas West CS I	11:30 – 12:00nn	
Tayabas West CS II	1:00 – 1:30pm	
Tayabas West CS III	1:30 – 2:00pm	
Tayabas West CS IV	2:00 – 2:30pm	
West Palale ES	9:00 – 9:30am	<b>Team 2</b> Dr. Edwin R. Rodriguez – Chief Education Supervisor – CID
Buenaventura Alandy National HS	9:30 – 10:00am	

Dapdap Integrated School	10:00 – 10:30am	Grasiela L. Hernandez – Human Resource Management Officer II Louie L. Fulleo – Level III Representative, DepEd National Employees’ Union (NEU) Marife R. Lagar – Planning Officer III La Trisha L. Dalit – EPS II – HRDS (Secretariat) Aerylle Z. Saberola – Administrative Assistant III
Valencia ES	10:30 – 11:00am	
South Palale ES	11:00 – 11:30am	
Luis Palad Integrated HS	11:30 – 12:00nn	
Rosario Quesada Integrated National HS	1:00 – 1:30pm	
West Palale National HS	1:30 – 2:00pm	