



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



28 April 2026

DIVISION MEMORANDUM

No. 789 s. 2026

SCHOOL OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM
FINAL EVALUATION FOR SCHOOL YEAR 2025-2026

TO: Asst. Schools Division Superintendent
 Chief Education Supervisor – CTD
 Chief Education Supervisor – SGOD
 All school heads of public elementary and secondary schools

1. Pursuant to DepEd Order No. 02 s. 2015, the performance review and evaluation shall be done at the end of the performance cycle to assess the office and individual employee's performance level. Relative to this provision, the School Office Performance Commitment Review Form (OPCRF) Final Evaluation for School Year 2025-2026 shall be conducted on the following dates at the Division Office:

DATE AND TIME	DISTRICTS
May 12, 2026 8:00 AM to 12:00 Noon	East 1 (11 + 2 Extn) North 1 (7)
May 12, 2026 01:00 – 05:00 PM	North 2 (8) East 1 (13 +2 Extn)
May 13, 2026 08:00 AM to 12:00 Noon	West 1 (10) South (10 +2 Extn)
May 13, 2026 01:00 – 05:00 PM	West 2 (19 +1 Extn)
May 14, 2026 08:00 AM to 12:00 Noon	Southwest 1 (17 +2 Extn) Central (2)
May 14, 2026 01:00 - 05:00 PM	Southwest 2 (20)

2. The following Division personnel shall constitute the team that will facilitate the initial assessment and validation of supporting documents:

KRA	TEAM A (Elementary)	TEAM B (Secondary)
Part 1A. Commitment to Organizational Outcomes		
I. School Leadership & Administration	PSDSes Jean S. Macasero Shirley A. Merida Planning (1.2, 1.10) HRD (1.8, 1.9, 1.11) Research (1.4)	PSDSes Rosario R. Vitorillo Romeo B. Aclo Planning (1.2, 1.10) HRD (1.8, 1.9, 1.11) Research (1.4)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	1 of 2



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II. Teaching & Learning Delivery	PSDSes
III. Learner Formation & Development	SocMob (3.2, 3.6) PSDSes
IV. School Operations & Management	Planning (4.1) DRRM (4.3) PSDSes
Part 1B. Innovating & Intervening Accomplishments (20%)	
Innovating & Intervening Accomplishment	PSDSes
Part 1C. Organizational Effectiveness (20%)	
Financial Stewardship	Arnel A. Calubag, CPA, accounting personnel
Process Improvement, CSM	Romeo B. Aclo
Other Tasks	Jean S. Macasero Rosalio Vitorillo
Secretariat	Eleanor Rollan Amor Radaza

3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.

4. Immediate dissemination and compliance to this memorandum is desired.

ROY ANGELO E. GAZO
 Schools Division Superintendent

Encl: None

Reference: DepEd Order No. 02 s.2015

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

OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCRF)

DM-013-SGOD-SMME-ECHR



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