



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 22, 2025

OFFICE MEMORANDUM

PPRD-2025- **632**

**REMINDER ON THE SUBMISSION OF THE OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORMS (OPCRF) OF
REGIONAL FUNCTIONAL DIVISIONS (RFDS)**

To: OIC-Regional Director
Functional Division Chiefs
All Others Concerned

1. In reference to Regional Memorandum No. 1655, s. 2025, *Revised Schedule of the Fourth Quarter Meeting of the Regional Performance Management Team (RPMT)*, this Office, through the Policy, Planning, and Research Division, reminds all Regional Functional Divisions to submit their **Office Performance Commitment and Review Forms (OPCRF)** on or before **January 30, 2026** to the Policy, Planning, and Research Division (PPRD).

2. The submitted OPCRFs shall again undergo an inter-functional division validation process on **February 02, 2026**. The chiefs shall agree among themselves the actual time of the validation. The validators per RFD are as follows:

RFDs	Inter-Functional Division Validators
CLMD	ESSD (vice-versa)
Administrative Division	FTAD (vice-versa)
QAD	HRDD (vice-versa)
PPRD	Finance (vice-versa)

3. Meanwhile, the submission of accomplished **Individual Performance Commitment and Review Forms (IPCRFs)** is on **February 06, 2026** with rating to be submitted to the Human Resource Development Division (HRDD).

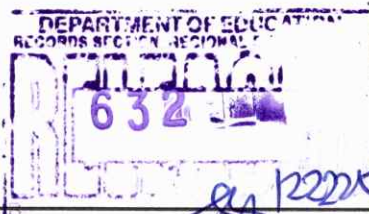
4. For reference, the OPCRF of Regional Director (RD) may be accessed through this link: <http://bit.ly/3Y41i0v>. All Regional Functional Divisions are instructed to review the document and ensure that their respective OPCRF targets, indicators, and accomplishments are aligned with the approved commitments of the RD.

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

PPRD-MSM

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