

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

23 Jun 2025


DIVISION MEMORANDUM

No. 237, s. 2025

**PERFORMANCE PLANNING AND OPCRF FORMULATION FOR SCHOOL HEADS:
INTEGRATING DEPED'S PMES FOR SY 2025-2026**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
School Heads, Public Elementary and Secondary Schools
PMT Members
All Others Concerned

1. In reference to DepEd Order No. 2, s. 2015, DepEd Order No. 9, s. 2021 titled “Institutionalization of the Quality Management System in the Department of Education”, and DepEd Memorandum No. 17, s. 2025 titled “Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in School Year 2024-2025”, this Office announces the conduct of the **Performance Planning and OPCRF Formulation for School Heads: Integrating DepEd’s PMES for SY 2025-2026** on **June 26, 2025**, from **8:00 a.m. to 5:00 p.m.** at the **2nd Floor, LCTECC Building**.
2. This training aims to ensure that school heads are well-prepared to align their performance commitments with the newly issued guidelines under the Department of Education’s Performance Management and Evaluation System (PMES).
3. Participants of this activity are required to bring their laptop, OPCRF, and extension wire. *(See enclosure for list of participants)*
4. For queries and other concerns, you may contact **Marck Andro E. Bernabe**, PMT Focal Person, at SGOD Office **(042) 4214161 local 234**.
5. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
Schools Division Superintendent

Encl: List of Participants, Program Matrix and Technical Working Group

Reference: DepEd Order No. 2, s. 2015 – Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education and DepEd Memorandum 017, s. 2025 - Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the School Year 2024-2025

SGOD/PR / KJPM / DM - Training on the Risk Management Process and Planning Documents
072 / 06/23/2025



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Contact Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
Website: depedlucena.com

Enclosure 1: List of Participants

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1.	Susan DL. Oribiana	F	SDS	OSDS
2.	Edenia O. Libranda	F	ASDS	OSDS
3.	Epifania F. Carandang	F	SGOD Chief	SGOD
4.	Marck Andro E. Bernabe	M	PO III	SGOD
5.	Myla K. Mendiola	F	EPS- Araling Panlipunan / oic	CID
6.	Benjie C. Rivera	M	AO V	OSDS
7.	Joey L. Jader	M	EPS-MAPEH	CID
8.	Maria Katherine A. Panganiban	F	Budget Officer	OSDS
9.	Atty. Ana Karmela S. Amante-Vergara	F	Legal Officer	OSDS
10.	Dexter M. Valle	M	EPS-Math	CID
11.	Rey Mark R. Queaño	M	PSDS	CID
12.	Karina R. Bautista	F	EPS	SGOD
13.	Donna L. Malasarte	F	PDO I	SGOD
14.	Glenna M. Habito	F	Administrative Officer IV – Personnel	OSDS
15.	Karen Jane P. Montero	F	EPS-II	SGOD
16.	Lorelie A. Jasul	F	School Head	Lucena East I Elementary School
17.	Rosa Linda D. Garcia	F	School Head	Lucena East II Elementary School
18.	Allan L. Jumpalad	M	School Head	Lucena East III Elementary School
19.	Benilda M. Pujanes	F	School Head	Lucena East IV Elementary School
20.	Maximino M. Garcia Jr.	M	School Head	Lucena East V Elementary School
21.	Xandra Leah S. Dames	F	School Head	Lucena East VI Elementary School
22.	Rowena J. Adormeo	F	School Head	Lucena East VII Elementary School
23.	Lilian B. Paderes	F	School Head	Lucena East VII Elementary School -Annex
24.	Maria Cristina V. De Torres	F	School Head	Lucena East VIII Elementary School
25.	Cherry Alva P. Espedido	F	School Head	Lucena East IX Elementary School
26.	Ma. Concepcion D. Bobadilla	F	School Head	Lucena North I Elementary School
27.	Ian Carlos M. Vizconde	M	School Head	Lucena North II Elementary School
28.	Ronnalyn T. Ibarrola	F	School Head	Lucena North III Elementary School

29.	Ronnie J. Cada	M	School Head	Domoit Elementary School
30.	Paulina P. Labitigan	F	School Head	Gulang-Gulang Elementary School
31.	Pear L. Tuzon	F	School Head	Silangang Mayao Elementary School
32.	Maria Corazon A. Rubio	F	School Head	Kanlurang Mayao Elementary School
33.	Cynthia R. Gimenez	F	School Head	Reymar Compound Elementary School
34.	Josephine L. Ocampo	F	School Head	San Lorenzo Elementary School
35.	Hazel T. Abanto	F	School Head	Zaballero Subdivision Elementary School
36.	Catherine Marie P. Barba	F	School Head	Camp Nakar Elementary School
37.	Ferdinand Macatugob	M	School Head	Ilayang Dupay Elementary School
38.	Maria Leah P. Comia	F	School Head	Hermana Fausta Elementary School
39.	Marilyn A. Merto	F	School Head	Elvira Razon Elementary School
40.	Carlos V. Villaester	M	School Head	Lucena West I Elementary School
41.	Yvette M. Preclaro	F	School Head	Lucena West II Elementary School
42.	Josephine E. Permalino	F	School Head	Lucena West III Elementary School
43.	Enelyn H. Bayani	F	School Head	Lucena West IV Elementary School
44.	Jose Virgel L. Adriano	M	School Head	Ibabang Iyam Elementary School
45.	Joseph V. Mendiola	M	School Head	Ibabang Talim Elementary School
46.	Andy G. Palillo	M	School Head	Ilayang Talim Elementary School
47.	Editha B. Huelva	F	School Head	Isabang Elementary School
48.	Jennifer M. Oestar	F	School Head	Isabang Elementary School - Bocohan Annex
49.	Lowell B. Busa	M	School Head	Salinas Elementary School
50.	Audones B. Duenas	M	School Head	Lucena South I Elementary School
51.	Jefferson R. Alojado	M	School Head	Lucena South II Elementary School
52.	Gloria S. Bobadilla	F	School Head	Barra Elementary School
53.	Analyn Mendoza	F	School Head	Bliss Elementary School

54.	Ferlinda M. Briones	F	School Head	Dalahican Elementary School
55.	Feliciano B. Salandanan		School Head	Dalahican Elementary School-Annex
56.	Leilani P. Tan	F	School Head	Mayao Castillo Elementary School
57.	Maria Irene M. Flores	F	School Head	Mayao Crossing Elementary School
58.	Loida L. Tabernilla	F	School Head	Mayao Parada Elementary School
59.	Enrique A. Cuario	M	School Head	Talao-Talao Elementary School
60.	Rodolfo Arroyo Sena Jr.	M	School Head	Lucena City National High School
61.	Rey G. Aleman	M	School Head	Lucena Dalahican National High School
62.	Rolito M. Inojosa	M	School Head	Gulang-Gulang National High School
63.	Junet Andrea M. Lavarro	F	School Head	Cotta National National High School
64.	Ritchelda D. Abadilla	F	School Head	Ibabang Talim Integrated High School
65.	Arcelito M. Aliento Jr	M	School Head	Lucena City National High School-Ilayang Dupay Extension
66.	Allelyn M. Mangundayao	F	School Head	Lucena City National High School- Mayao Crossing Extension
67.	May Grace Salazar	F	School Head	Lucena City National High School-Mayao Castillo Annex
68.	Rudyard U. Rocafor	M	School Head	Lucena City National High School-Silangang Mayao Annex
69.	Maria Dreza R. Simbahan	F	School Head	Lucena Dalahican National High School-Barra Annex
70.	Marlou Abel D. Rama	M	School Head	Don Victorville National High School

71.	Fermela V. Calvario	F	School Head	Napoleon Ravanzo National High School
72.	Pelagia R. Regio	F	School Head	Gulang-Gulang National High School-Domoit Extension
73.	Sherin D. Bustamante	F	School Head	Mayao Parada Agricultural Integrated High School
74.	Michael J. Medina	M	School Head	Ransohan Integrated School

Enclosure 2: Program Matrix

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:00 – 8:30 AM	Registration	Donna L. Masarte
8:30 – 9:00	Opening Program	
9:00 – 9:30	Message of the SDS	Susan DL. Oribiana
	Session 1 - Review of Results-Based Performance Management System (RPMS)	Karen Jane P. Montero TWG - PMT
10:00 – 10:15	Healthy Break	
10:15 – 11:15 AM	Session 2 - Reorientation to DO 24, s. 2020 - National Adoption and Implementation of the Philippine Professional Standards for School Heads	Marck Andro E. Bernabe PMT Focal Person
11:15 – 12:15 PM	Session 3 – Updates on Performance Management Evaluation System (PMES)	Marck Andro E. Bernabe Karen Jane P. Montero
12:15 – 1:15 PM	LUNCH BREAK	
1:15 – 2:15 PM	Workshop Proper	Division PMT
2:15 – 4:15 PM	Presentation of Draft OPCRF (1 from Elementary) (1 from Secondary)	Selected School Heads
4:15 – 5:00 PM	Closing Program	

DONNA L. MALASARTE
Master of Ceremony

Enclosure 3: List of Technical Working Group

Technical Working Group	
Program and Invitation Committee	Karen Jane P. Montero
Registration Committee	Donna L. Malasarte
Certificates Committee	Glenna M. Habito
Physical Arrangement Committee	Marck Andro E. Bernabe
Sound System and Technical Committee	Marck Andro E. Bernabe
Food & Refreshment Committee	Karen Jane P. Montero
Evaluation Committee	Karen Jane P. Montero
Documentation Committee	Glenna M. Habito
Health and Wellness Committee (If applicable)	Yvan Jonas A. Tolentino