



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

11 August 2026

SCHOOLS DIVISION MEMORANDUM

No. 268 s. 2026

**CONDUCT OF FINAL EVALUATION AND VALIDATION OF INDIVIDUAL
PERFORMANCE AND COMMITMENT FOR SY 2025-2026 OF MASTER TEACHERS,
HEAD TEACHERS AND ASSISTANT PRINCIPALS**

To: Assistant Schools Division Superintendent
Performance Management Team
All Public Elementary and Secondary Schoolheads
All Others Concerned

1. Relative to DM-OUHROD-2025-0922, titled *Additional Guidance on the Implementation of the Performance Management and Evaluation System (PMES)*, this Memorandum is hereby issued to inform the field of the conduct of the Final Performance Review, Evaluation, and Validation of the IPCRFs for School Year 2025–2026 of Master Teachers, Head Teachers and Assistant Principals, to be undertaken by the Division Performance Management Team (PMT) and assigned sub-teams.
2. The final validation of OPCRf shall be conducted on August 20-22, 2026, in the respective schools. The rated IPCRFs and the Means of Verification (MOVs) shall be presented and made available during the on-site validation. Ratees shall ensure that all MOVs are complete, properly organized, and aligned with their approved IPCRF targets and performance indicators.
3. Members of the Performance Management Team (PMT) shall convene on August 18, 2026, at the SGOD Office to discuss validation procedures, schedules, and assignments.
4. School Heads are expected to be present during their scheduled validation to respond to clarifications as may be required by the validating team.
5. Attached herewith are the following:
 - a. Enclosure No. 1 Performance Team Members
 - b. Enclosure No. 2 Sub-Team Members and Schedule of Validation



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6. This will serve as the Authority to Travel of the Performance Management Team.
7. Immediate dissemination and strict compliance with this Memorandum is enjoined.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: as stated

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

PERFORMANCE MANAGEMENT

EVALUATION

VALIDATION

WWP/ Final Review, Evaluation and Validation of IPCRF of MTs
013/August 11, 2026



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Enclosure No. 1 to the Schools Division Memorandum no. 268, S. 2026

PERFORMANCE MANAGEMENT TEAM

Chair: BERNARDO A. GARGABITE EdD
Chief ES-SGOD

Members: LARRY B. ESPIRITU PhD
Chief ES-CID

WINNIE W. POLI, CESE
Education Program Supervisor, SGOD

ATTY. ROMMEL L. CORPUZ
Attorney III, OSDS

FHRIESSY CRUZ S. BERMUDA, II
Administrative Officer V, OSDS

JOMEL V. MANGAWANG
Accountant III, OSDS

Overall Secretariat: STELLA MARIE C. DUMALE
Administrative Officer IV/ HRMO



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Enclosure No. 2 to the Schools Division Memorandum no. 268, S. 2026

SUB-TEAM MEMBERS AND SCHEDULE OF VALIDATION

TEAMS	MTs, HTs and APs to be Validated	School
Leilani D. Tidalgo Winnie W. Poli Pedro J. De Guzman Arlene Castaneda	Francisco Pelagio Jun Francis Santiago Albert Papalis Roberto C. Abril Sally Feria Arlene C. Castaneda Jocelyn Castelo Arceli Rigos Marivic Rayos Jackielou Hilario Maribel Peralta Joefel Duque	MNHS Main MNHS Main MNHS Main MNHS Main MNHS Main MNHS Annex Bantug ES Bantug ES Bantug ES SAIS SAIS SAIS
Mercedita D. Saldero Al John U. Febrero Margarie D. Lucero Corazon H. Mateo	Jefferson Umagat Corazon Mateo Annie Francisco Jennifer Aban Edna Martin Imelda Sicat Amalis Cruz Ruby Donna Manuel Natividad Niegos	MNHS Main MNHS Main SCM-SHS MCS MCS MCS MCS MCS Licaong ES
Melody E. Galingan Imelda Sirot Veronica Aquino Rod Herbert Castillo Jhon Galera	Imelda Sirot Rene Ramirez Maribel Balagot Constancia Gaston Randy Del Rosario Connie M. Concepcion Ruth Santiago Andrew Pagaling	MNHS Main MNHS Main MNHS Main MNHS Main MNHS Annex SCM-SHS Palusapis ES Curva
Nelie D. Sacman Jackielou Alberto	Maricor Santos Glenda Viola Rolando Bulatao Florence Asinas	



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Felerma Urbano	Melanie Roldan Lea Irish Salazar Eden Rose Gonzales Felerma Urbano Eva Garcia Helen Alvaran Necelyn Encarnacion Rosario Banag	
Novalyn C. Rodolfo Dominador Orpilla Michael Castaneda Jennifer Mangahas	Priscila Esteban Rubie Rosa Caimoy Maria Lourdes Dingle Diana Kris Limos Alvin Lazaro Michael Castaneda Jennifer Mangahas Marites Cabading Rosemarie Busania Benny Aquino Xerces Alino Elvie Corpuz	
Aileen Mactal Melanie Aquino Marichelle Merculio	Wensdy Casio Moonlee Lee Josephine Quinit Marinella Serna Honey Glenn Sapitan Elsa Untalan Maricel Palma Teresita Ventura Eufemia Cuaresma Lorelyn Gongon Roxanne Honey Rocell Sapitan	
Augusto A. Mateo May Padilla Anvil Portes	Avalon Inigo Aurelio Siping Edgardo De Guzman Rustum Esteban Angelica Capili Jeffrey Banawe	



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	Revelita Bello Mary Jane De Vera April Eugenio Agnes Bengano	
Mary Queen Orpilla Jocelyn Regpala Bennedick Viola Gilda Panuyas	John Ocampo Shiela Angel Jackiely Vergara Katherine Barlaan Jocelyn Regpala Alona Acosta Gilda Panuyas Maricel Devad Leoval Dela Cruz Joan Natividad	