



Republic of the Philippines

Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 192, s. 2025

OCT. 24, 2025

**REMINDERS ON THE SUBMISSION OF INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (IPCRF)/ OFFICE PERFORMANCE
COMMITMENT AND REVIEW FORM (OPCRF)
FOR SCHOOL YEAR 2025-2026**

To: Functional Division Chiefs
All Others Concerned

1. Pursuant to DepEd ORDER 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 reminds the non-teaching and teaching related personnel to submit Individual Performance Commitment and Review Form (IPCRF) and Office Performance Commitment and Review Form (OPCRF) for the chiefs of the different functional divisions for the School Year 2025-2026 on or before October 30, 2025 at the Human Resource Unit.
2. The IPCRF/OPCRF is a crucial document that serves as basis for performance evaluation, professional development planning, and the processing of performance-based incentives and other human resource actions for personnel. A mandatory and timely submission of the IPCRF/OPCRF is therefore essential for the effective implementation of the Performance Management System.
3. Submission of the IPCRF/OPCRF is a mandatory requirement. Personnel who fail to submit their IPCRFs by the deadline may be subjected to administrative action for neglect of duty, in accordance with existing DepEd policies and guidelines.
4. For inquiry and information, you may contact Alvin Hulipas, Chief Administrative Officer, via Cellphone Number 09915462417 or email at alvin.hulipas@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.



MIA ARIANA P. TANCIONGCO, PhD

Director III
School Director

Encl.: none
Reference: As stated
To be indicated in the Perpetual Index under the following subjects

RPMS

IPCRF/OPCRF

OSD01/AD01 October 17, 2025