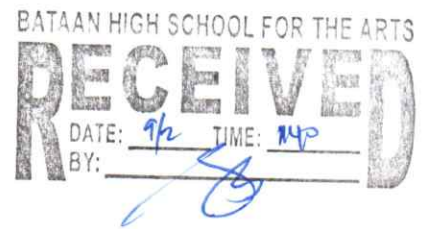




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM
No. 143, s. 2026

SEP 02 2026

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW
FORM (IPCRF)/ OFFICE PERFORMANCE COMMITMENT AND REVIEW
FORM (OPCRF) FOR SCHOOL YEAR 2026-2027**

To: Deputy Directors
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 functional divisions and Deputy Directors, for the School Year 2026-2027 on or before September 10, 2026 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. Further, it ensures that individual performance commitments are aligned with the school's strategic directions, organizational priorities, functional responsibilities, and respective Key Result Areas (KRAs). Hence, a timely submission of the IPCRF/OPCRF is essential for the effective implementation of the Performance Management System.
3. All immediate supervisors and unit heads are directed to:
 - a. provide appropriate technical assistance and guidance in the formulation of individual KRAs, objectives, indicators, and targets;
 - b. ensure that individual commitments are aligned with the office/unit commitments and organizational priorities;
 - c. check the consistency of the proposed objectives with the personnel's actual functions, duties, and responsibilities; and
 - d. review the appropriateness and measurability of the performance indicators and targets;



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4. 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.
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 August 26, 2026



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