



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
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Office of the Schools Division
 Superintendent

June 8, 2026

DIVISION MEMORANDUM
 No. **323**, s. 2026

SUBMISSION AND UPLOADING OF OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR SCHOOL-BASED NON-TEACHING AND TEACHING RELATED PERSONNEL FOR SCHOOL YEAR 2025-2026

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID
 Education Program Supervisor
 Public Schools District Supervisors/District In-Charge
 Public Schools Secondary and Elementary School Heads
 All Others Concerned

1. In line with the implementation of the Performance management Evaluation System (PMES) and to ensure timely compliance with DepEd's performance management requirements, all School heads and School-based non-teaching and teaching-related personnel shall upload their OPCRf and IPCRF for performance cycle 2025-2026.
2. School heads shall upload their OPCRf through the DepEd Zamboanga Sibugay Information Integration System (DZIIS), following the step-by-step guide below to facilitate proper and accurate uploading. The OPCRf must be uploaded in two formats:
 - a. Excel File: Accomplished OPCRf Tool (macros-Enabled)
 - b. PDF File: Signed and approved copy of the OPCRf
3. To upload, users must:
 - a. Log in to the DepEd Single Sign-On (SSO) Facility using their official DepEd email.
 - b. Navigate to the DZIIS platform and access their Profile.
 - c. Click the eOPCRf tab, then upload both the Excel and PDF files following the guide provided.
4. All school-based non-teaching and teaching-related personnel shall submit and upload excel file and duly signed copy of their IPCRF (part I-IV) in the link provided below:



Pangl, Ipil, Zamboanga Sibugay, 7001

0968-520-9123

zambpanga.sibugay@deped.gov.ph

depedzamboangasibugay.ph

DepEd Tayo Zamboanga Sibugay Division

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<https://tinyurl.com/IPCRF-NTP-TRP-SY2025-2026>

4. All School heads and School-based NTP and TRP are reminded that the OPCRf and IPCRF are vital document in the PMES cycle, serving a basis for performance rating, recognition, and developmental interventions. Compliance ensures alignment of individual and office targets with the strategic goals of the Schools Division.
5. The deadline for uploading the required forms shall be on **June 11, 2026**.
6. For questions or technical assistance, please coordinate with the HRD Section or the ICT Unit of the Schools Division Office.
7. For compliance with, dissemination and guidance.

VIRGILIO P. BATAN JR., CESO V
 Schools Division Superintendent

For the Schools Division Superintendent:

DRENZ ROY A. RAMOS
 AO IV HRMO II
 In-Charge of Office

Encl. As stated

Reference: DM No. 089, s. 2025
 To be included in the perpetual index under the ff. subjects:
 PMES OPCRf IPCRF UPLOADING

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