



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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BY: _____	DATE: 15 JUN 2026
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**Office of the Schools Division
 Superintendent**

June 15, 2026

DIVISION MEMORANDUM
 No. **332**, s. 2026

**AMENDMENT TO DIVISION MEMORANDUM NO. 323, S. 2026 RE: SUBMISSION
 AND UPLOADING OF OFFICE PERFORMANCE COMMITMENT AND REVIEW
 FORM (OPCRF) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW
 FORM (IPCRF) FOR SCHOOL-BASED NON-TEACHING, TEACHING-RELATED,
 AND TEACHING 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. Relative to Division Memorandum No. 323, s. 2026 titled "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," this Office announces the adoption of the DepEd Zamboanga Sibugay Information Integration System (DZIIS) as the official platform for uploading and storing performance management documents, personnel shall upload their OPCRF and IPCRF for performance cycle 2025-2026.
2. Teaching personnel may also upload their accomplished and duly signed IPCRF through the DZIIS in pdf format. While not mandatory, the platform shall serve as an official repository of IPCRF documents to facilitate records management, retrieval and future reference.
3. Users shall log in through the DepEd Single Sign-On (SSO) Facility using their official DepEd email account and follow the prescribed procedures for uploading their respective OPCRF and IPCRF documents.
4. To provide sufficient time for compliance, the deadline for uploading all required documents is hereby extended to **June 19, 2026**.
5. For the guidance of all concerned personnel, an infographic containing the step-by-step procedures for uploading OPCRF and IPCRF documents through the DepEd Zamboanga Sibugay Information Integration System (DZIIS) is attached to this Memorandum. All users are encouraged to refer to the infographic to ensure the correct and successful uploading of the required documents.



Pangi, Ipil, Zamboanga Sibugay, 7001
 0968-520-9123
 zamboanga.sibugay@deped.gov.ph
 depedzamboangasibugay.ph
 DepEd Tayo Zamboanga Sibugay Division

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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6. For compliance with, dissemination and guidance.

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

Encl. As stated

Reference: Div. Memo. No. 323, s. 2025
To be included in the perpetual index under the ff. subjects:
PMES OPCRIF IPCRF UPLOADING

ZS-DM-SGOD-HRD-2026-06-176-0
EFV20260615

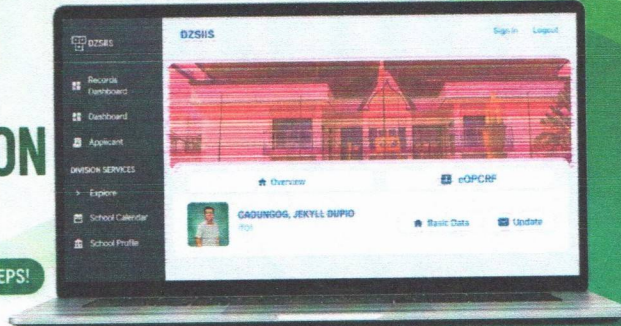


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Annex A. OPCRf Submission Guide

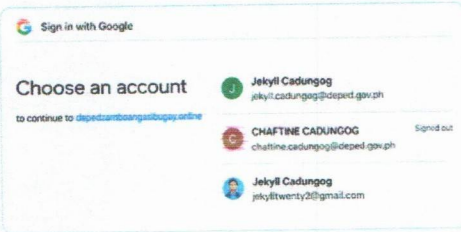
DZSIIS OPCRf SUBMISSION GUIDE

SUBMIT YOUR OPCRf IN JUST A FEW EASY STEPS!



1 LOGIN TO SSO

Go to the SSO portal:
depedzamboangasibugay.online/sso
 Login using your DepEd email account.



2 ACCESS DZSIIS

- After logging in, look for the DZSIIS button on your dashboard.
- If the button is not visible, contact your District AO Personnel (Hiring Focal Person).

Provide the following details for account activation:

- DepEd Email Address
- Contact Number
- Birthdate
- School ID
- Last Name
- First Name
- Middle Name

The AO will add you to the All Manpower registry.

 DTRMS Document Tracking & Records Management System — monitor, route, and archive official documents division-wide.	 DZSIIS DepEd Zamboanga Sibugay Integrated Information System — manage school data, enrollment, and district reports.	 eOPCRf Electronic OPCRf & PRCS — submit and track individual performance commitments and ratings online.	 SEMIS Sports & Events Management Information System — manage athletes, schedules, and competition results.
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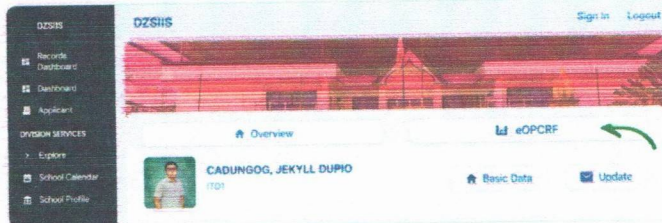
3 WAIT FOR ACTIVATION



- Once added, you will be notified by your AO.
- Refresh your SSO portal.
- The DZSIIS button should now appear.

4 OPEN OPCRf MODULE

- Inside DZSIIS:
- ✓ Go to your Profile.
 - ✓ Click the eOPCRf tab (beside Overview).



5 ENCODE YOUR OPCRf RATINGS

RATING PERIOD	NUMERICAL RATING	DESCRIPTIVE RATING	RATER	APPROVING AUTHORITY	ACTION
2023-2024	4.50	Outstanding	Juan Dela Cruz Principal II		

- ✓ Input your OPCRf ratings in the system.
- ✓ Ensure all required fields are properly filled out.

6 UPLOAD SIGNED OPCRf

Locate the "Upload PDF" button in the table and upload your signed OPCRf document (PDF format).

RATING PERIOD	RATER	APPROVING AUTHORITY	ACTION	UPLOAD PDF
2023-2024	Juan Dela Cruz	Maria Santos Schools Division Superintendent		

Make sure your file is in PDF format and clearly signed.

DONE!

Your OPCRf has been successfully submitted.





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Annex B. IPCRF Submission Guide

DZSIIS IPCRF SUBMISSION GUIDE

SUBMIT YOUR IPCRF IN JUST A FEW EASY STEPS!

- ### 1 LOGIN TO SSO

Go to the SSO portal:
depedzamboangasibugay.online/sso
 Login using your DepEd email account.
- ### 2 ACCESS DZSIIS

After logging in, look for the DZSIIS button on your dashboard.
 If the button is not visible, contact your District AO Personnel (Hiring Focal Person).

Provide the following details for account activation:

 - DepEd Email Address
 - Contact Number
 - Birthdate
 - School ID
 - Last Name
 - First Name
 - Middle Name

The AO will add you to the All Manpower registry.
- ### 3 WAIT FOR ACTIVATION

Once added, you will be notified by your AO.
 Refresh your SSO portal.
 The DZSIIS button should now appear.
- ### 4 OPEN IPCRF MODULE

Click the DZSIIS button. → Go to your Profile. → Click the IPCRF tab (beside Overview).
- ### 5 ENCODE YOUR RATINGS

Input your IPCRF ratings in the system. Ensure all required fields are properly filled out.

RATING PERIOD	NUMERICAL RATINGS	DISCRIPTIVE RATINGS	RATER	APPROVING AUTHORITY	ACTION
2023-2024	4.50	Outstanding	Juan Dela Cruz Principal II		
- ### 6 UPLOAD SIGNED IPCRF

Locate the "Upload PDF" button in the table and upload your signed IPCRF document (PDF format).

RATING PERIOD	RATER	APPROVING AUTHORITY	ACTION	UPLOAD PDF
2023-2024	Juan Dela Cruz	María Santos Schools Division Superintendent		<input type="button" value="Upload PDF"/>

Make sure your file is in PDF format and clearly signed.

DONE!

Your IPCRF has been successfully submitted.



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Annex C. Document Type to upload in the DZIIS

IIS
 INTEGRATED INFORMATION SYSTEM

**UPLOADING OF
 OPCRF & IPCRF
 DOCUMENTS IN IIS**

SCHOOL HEADS (OPCRF)

REQUIRED FILES FOR UPLOAD

**OPCRF
Excel File**

**Signed
OPCRF PDF File**

Upload both the Excel and Signed PDF files through the IIS Portal.

TEACHING, NON-TEACHING, AND TEACHING-RELATED PERSONNEL (IPCRF)

REQUIRED FILES FOR UPLOAD

**Signed
IPCRF PDF File**

Upload only the duly signed IPCRF PDF document.

IMPORTANT REMINDER FOR TEACHERS

Please submit your accomplished IPCRF Excel File to your designated Uploader for **Central Office Submission**.

Direct submission of Excel files through the eIPCRF System will be available **soon**.

BEFORE YOU UPLOAD

Ensure all required documents are complete.

Verify that documents are properly signed.

Check that files are readable and not corrupted.

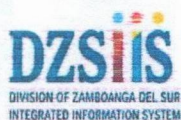
Upload the correct file format.

Review all information before final submission.



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Annex D. How to access DZSIIS in the SSO Portal




If you can't find the **DZSIIS Button** in your SSO Portal,



- 1 Contact District AO (Personnel Focal)**

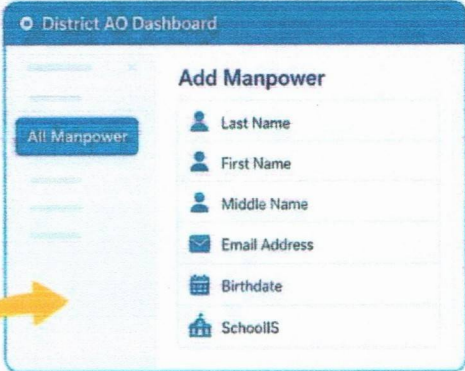
Reach out to your District Administrative Officer (Personnel Focal) for assistance.


- 2 Let them Add you to your respective school**

Provide your details so the District AO can add you in the All Manpower Tab of District AO Dashboard.

Details to Provide:


 - Last Name
 - First Name
 - Middle Name
 - Email Address
 - Birthdate
 - SchoolIS


- 3 Try to Refresh / Logout then Login to SSO**

After being added, refresh the page or logout, then login again to your SSO Portal.



REMEMBER: Once added successfully, the DZSIIS button will be available in your SSO Portal.





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Annex E. How to Print IPCRF Summary of Rating


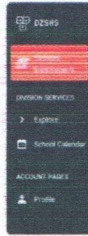


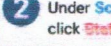

HOW TO PRINT SUMMARY OF RATING OF IPCRF PER SCHOOL

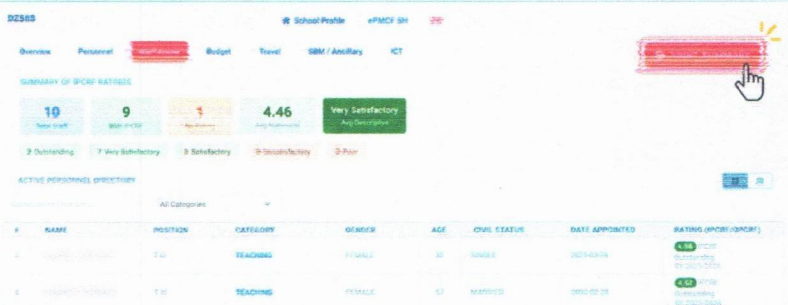


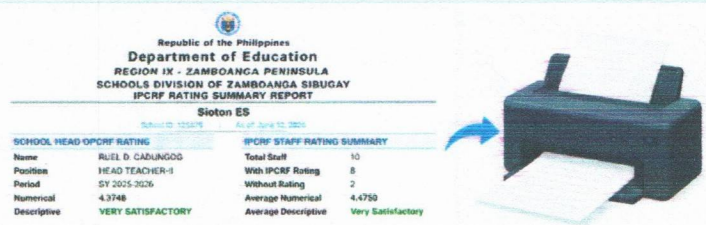
ONLY THE SCHOOL HEAD ACCOUNT CAN PRINT.

- 1** Login to your DZSIS Portal using your **School Head Account**.



- 2** Under **School Profile**, click **Staff Roster**.



- 3** The Staff Roster page will be displayed. Click **PRINT SUMMARY**.


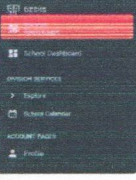

- 4** The Summary of Rating of IPCRF per School will be generated. You may now print the report.




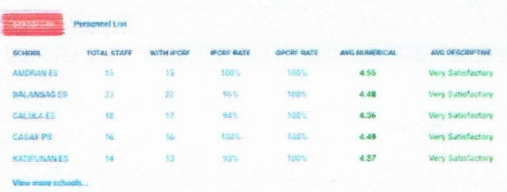
REMINDER: Only the School Head Account can access and print the Summary of Rating of IPCRF per School.

DISTRICT MONITORING
 Overview of IPCRF/OPCRF Ratings Across Schools

- 1** Login to your DZSIS Portal using your **District Account**.



- 2** Go to **District Dashboard**.


- 3** Drill down to monitor schools and personnel ratings.



REMINDER: District accounts are for monitoring purposes only. Printing of Summary of Rating per School is limited to School Head accounts.