



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

October 2, 2025

DIVISION MEMORANDUM
No. 0262 s. 2025

**INSTRUCTIONS ON THE CONDUCT OF THE DISTRICT-LEVEL
VALIDATION OF THE OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORM (OPCRF) FOR SCHOOL HEADS**

TO: Assistant Schools Division Superintendent
All Public School District Supervisors (PSDS)

1. Relative to the conduct of the validation of the Office Performance Commitment and Review Form (OPCRF) of the school heads, this Office advises all Public School District Supervisors to conduct the District Level validation prior to the schedule of the validation at the Division Office.
2. The primary purpose of this validation cycle is not merely compliance, but to foster a **consultative review and planning cycle** between the School Heads and the Rater. Specifically, this validation aims to:
 - a) **Ensure Alignment:** Verify that committed targets, outputs, and performance indicators are aligned with the overall Division, Regional, and National goals.
 - b) **Consultative Review:** Provide a timely, quality assurance mechanism that allows for an in-depth, developmental discussion of performance challenges and success areas.
 - c) **Effective Planning:** Facilitate strategic adjustments to current commitments and inform the planning of the succeeding performance cycle, ensuring the targets remain relevant, measurable, attainable, results-oriented, and time-bound (SMART).
3. **For clear guidance in the conduct of the above concern, the following details outline the specific scope and procedural flow of the validation, wherein the validators shall meticulously review the submitted OPCRf documents, focusing on, but not limited to the following:**
 - a) Completeness and accuracy of data entries.
 - b) Substantiation of results based on targets and supported by verifiable means (MOVs).
 - c) Consistency of the ratings with the attached evidence.



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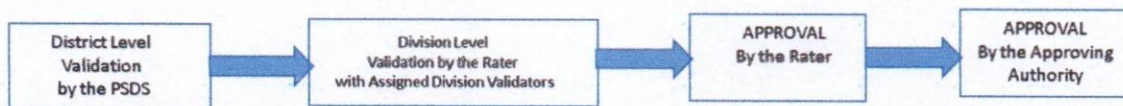
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Procedural Flow :



4. It is reiterated that the conduct of the validation serves as a consultative and coaching exercise. Any identified gaps or areas for improvement shall be discussed with the concerned School Head to foster mutual understanding and commitment to proactive strategies and actions. All PSDS are directed to use the contextualized Validation Tool (refer to Enclosure 1). For flexibility, PSDS are encouraged to conduct the District-Level validation phase prior to the Division validation by the Rater.

5. Here is the Matrix of Schedule of the validation at the Division Office :

Date	District	Time
October 7, 2025	New Corella	1:00 PM
October 8, 2025	Carmen	7:00 AM
	Asuncion	10:00 AM
	Langilan	2:00 PM
October 9, 2025	Dujali	8:00 AM
	Sto. Tomas West	1:00 PM
October 10, 2025	San Isidro	7:00 AM
	Sto. Tomas East	10:00 AM
	Kapalong East	1:00 PM
	Kapalong West	3:00 PM
October 11, 2025	Talaingod	8:00 AM

6. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this Office

7. For immediate compliance and guidance.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



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Validation Form

Office Performance Commitment and Review Form (OPCRF) – Validation Tool for School Heads

(Anchored on the Philippine Professional Standards for School Heads – DepEd Order No. 24, s. 2020)

Part I. General Information

Name _____ School: _____

Position/Designation: _____ District: _____

Career Stage _____ School – Year : _____

Date of Validation: _____

Part II. Validation Matrix

Domain / Indicator (PPSSH)	OPCRF Indicators / Evidence	Validator's Observation	Rating (1-5)	Remarks / Action Points
Domain 1 – LEADING STRATEGICALLY				
1.1 Vision, mission, and core values				
1.2 School Planning and Implementation				
1.3 Policy implementation and review				
1.4 Research and Innovation				
1.5 Program Design and Implementation				
1.6 Learner Voice				
1.7 Monitoring and evaluation processes and tools				
Domain 2 – MANAGING SCHOOL OPERATIONS AND RESOURCES				
2.1 Records management				
2.2 Financial management				
2.3 School facilities and equipment				
2.4 Management of Staff				
2.5 School Safety for disaster preparedness, mitigation, and resiliency				
2.6 Emerging opportunities and challenges				
Domain 3 – FOCUSING ON TEACHING AND LEARNING				
3.1 School – based review, contextualization and implementation of learning standards				
3.2 Teaching standards and pedagogies				
3.3 Teacher performance feedback				
3.4 Learner achievement and other performance indicators				

3.5 Learning assessment				
3.6 Learning environment				
3.7 Career awareness and opportunities				
3.8 Learner discipline				
Domain 4 – Developing Self and Others				
4.1 Personal and Professional development				
4.2 Professional reflection and learning				
4.3 Professional networks				
4.4 Performance management				
4.5 Professional development of school personnel				
4.6 Leadership development in individuals and teams				
4.7 General welfare and human resources				
4.8 Rewards and recognition mechanism				
Domain 5 – BUILDING CONNECTIONS				
5.1 Management of diverse relationships				
5.2 Management of school organizations				
5.3 Inclusive practice				
5.4 Communication				
5.5 Community engagement				

Part III. Summary of Validation

- Overall Rating: _____
- Strengths Observed: _____
- Areas for Improvement: _____
- Agreed Development Plan / Next Steps: _____
- REMARKS _____

Part IV. Signatories

- Validated by:
Name & Signature: _____
Position/Designation: _____
Date: _____
- Conforme:
Name & Signature of School Head: _____
Date: _____