



Republic of the Philippines
Department of Education
REGION I



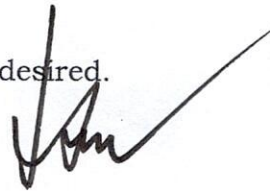
OFFICE MEMORANDUM

HRDD-2026-02

**SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORMS FOR CALENDAR YEAR 2026**

To: Chiefs of the Regional Functional Divisions
Heads of Units
All Concerned Personnel

1. This Office, through the Regional Performance Management Team informs all offices and personnel including contracts of service/job order to submit their duly signed Office and Individual Performance Commitment and Review Forms (OPCRF/IPCRF) aligned to Office Function Version 3 for Calendar Year 2026.
2. The Functional Chiefs and Unit Heads shall facilitate the submission of the 2026 OPCRf and IPCRF in **three (3) printed copies** to the Human Resource Development Division (HRDD) Office on or before **January 12, 2026 (OPCRF) and January 23, 2026 (IPCRF)**.
3. All templates related to the submission of the 2026 OPCRf and IPCRF can be accessed through <http://tinyurl.com/DEPEDRO1PerformanceFiles2>.
4. For clarifications, you may contact the Human Resource Development Division through hrdd.region1@deped.gov.ph or call telephone number 072-682-2324 local 122.
5. Immediate dissemination of this Memorandum is desired.


TOLENTINO G. AQUINO
Director IV

HRDD/rrm/RM_2026SubmissionIPCRF
January 5, 2026



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