Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 678, s. 2026

SY 2027-2028 PERFORMANCE PLANNING AND COMMITMENT FOR SCHOOL HEADS

To: Assistant Schools Division Superintendent
Chief – SGOD & CID
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Dagupan City shall conduct the Performance Planning and Commitment for SY2027–2028 for all School Heads on November 26, 2026, at the 4th Floor, DepEd New Building, SDO Dagupan City.

2. The activity aims to provide School Heads with a common understanding of the performance planning and commitment process and to ensure that their performance commitments are aligned with the DepEd priorities, Division Education Development Plan (DEDP), School Improvement Plan (SIP), Annual Implementation Plan (AIP), and other applicable organizational targets.

3. Specifically, the activity aims to:
   a. review the applicable performance management policies, guidelines, and requirements for SY 2027–2028;
   b. guide School Heads in identifying and formulating appropriate performance commitments, objectives, indicators, and targets;
   c. ensure alignment of individual performance commitments with school, division, and organizational priorities;
   d. establish clear, measurable, attainable, relevant, and time-bound performance targets and appropriate Means of Verification (MOVs); and
   e. provide an opportunity for clarification, technical assistance, and calibration of proposed performance commitments.

4. All School Heads are directed to attend the activity and bring the following documents/materials for reference and workshop:
   - Approved School Improvement Plan (SIP);
   - Annual Implementation Plan (AIP) for the applicable period;
   - relevant school performance and accomplishment data;
   - applicable RPMS-PPST documents and previous performance commitments;

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- available monitoring and evaluation results; and
- laptop or other appropriate device for the preparation and refinement of performance commitments.

7. The Planning and Research Unit in coordination with Human Resource Development Division, shall provide relevant data and planning information that may be used in the formulation and alignment of performance targets.

8. School Heads are reminded that performance commitments should focus on results and measurable accomplishments and should be based on their actual functions, school context, available resources, and identified priorities. Targets should avoid vague statements and should clearly specify the expected output or outcome, performance indicator, target, and means of verification.

9. Attendance and active participation of all concerned School Heads are hereby required. In case of unavoidable circumstances, the concerned School Head shall coordinate with the appropriate supervisor and secure the necessary authority.

10. Immediate dissemination of and compliance with this Memorandum is desired.

For the Schools Division Superintendent:

[redacted]

ANNA LIZA M. CHAN, CESO VI
Assistant Schools Division Superintendent