



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**RELEASED**

Date/Initial: 5/16/25  
Div. Ed. Division of Pagadian City

May 15, 2025

**DIVISION MEMORANDUM**

No. 117 s. 2025

**Validation of Means of Verification (MOV) of School Heads' Office Performance  
and Review Form (OPCRF) for School Year 2024-2025**

To: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Finance Section Head  
All others concerned

1. In alignment with Division Memorandum No. 103, s. 2025, concerning School Heads' Performance Review, Evaluation and Development Planning for SY 2024-2025, this office hereby releases the list of assigned validators, along with the schedule and venues for the validation of Means of Verification (MOV) related to the school heads' OPCRf for the 2024-2025 school year, as outlined in Annex A."
2. To ensure efficiency and reduce paperwork, validators are required to use the online system for validation. This will help avoid the submission of voluminous documents in hard copies.
3. The Chiefs of Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) are responsible for orienting their respective validators to ensure adherence to the RACCS criteria. Bookkeepers assigned as validators shall likewise receive orientation from the Finance Section Head.
4. The Division Information Technology Officer (ITO) and designated ICT staff will assist validators and school heads in accessing the system, ensuring a seamless and efficient validation process. Their technical support aims to minimize potential issues that could cause delays.
5. All concerned parties are hereby directed to comply with the provisions of this memorandum.

**DANNY B. CORDOVA, Ed.D., CESO V**  
Schools Division Superintendent



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Annex 'A'

**List of Validators, Venues and Timelines**

District	No. of Schools	Date	Venue	PSDS	Validators
<b>ELEMENTARY</b>				Lead: Chief Ma. Madelene P. Mituda, EdD	
<b>East</b>	9	May 21	San Pedro CES	PSDS Juanito Cantila	EPS Cynthia Rose A. Cartojano Richard Van Trio Bookkeepers Secretariat: AO II-SPCES
<b>West A</b>	17	May 22	Balangasan CES	PSDS Jocelyn Perez	PSDS Janet S. Negoso PSDS Ma Theres C. Tarranza SEPS Joseph O. Fullosa Bookkeepers Secretariat: AO II-BCES
<b>West B</b>		May 22		PSDS Thais Tardo	PSDS Janet S. Negoso PSDS Ma Theres C. Tarranza EPS Jeffrey Ymalay Bookkeeper Secretariat: AO II-BCES
<b>North</b>	11	May 23	Camp Abelon ES	PSDS Raquel Yap	EPS Cynthia Rose A. Cartojano EPS Laverne Tarroza Bookkeepers Secretariat: AO II-CAES
<b>South A</b>	12	May 26	Sta. Lucia ES	PSDS Bernardino Alviar	PSDS Ludy Detalla EPS Carlo Celajes Bookkeepers Secretariat: AO II-SLCES
<b>South B</b>		May 26		PSDS Ludy Detalla	PSDS Ludy Detalla SEPS Honey Sahara Aleman Bookkeepers Secretariat: AO II-SLCES
<b>Central A</b>	13	May 27	Pagadian City PS	PSDS Alelen Zinnia Pancho	PSDS Alelen Zinnia Pancho P DO Teodora Ortiz Bookkeepers Secretariat: AO II-PCPS
<b>Central B</b>		May 27		PSDS Eimie Aruelo	PSDS Alelen Zinnia Pancho PDO Richel Reducto Bookkeepers Secretariat: AO II-PCPS
<b>SECONDARY</b>				Lead: Chief Ma. Diosa Z. Peralta	
<b>Cluster 1</b>	8	May 28	ZSNHS-SHS	PSDS Ma. Theresa C. Tarranza	PSDS Ma Theresa C. Tarranza EPS Sanny Boy I. Asim Bookkeepers Secretariat: AO II-ZSNHS-SHS
<b>Cluster 2</b>	10	May 29	ZSNHS-SHS	PSDS Janet Negoso	PSDS Ma Theresa C. Tarranza SEPS Locke D. Jusay Bookkeepers Secretariat: AO II-ZSNHS-SHS