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

DIVISION MEMORANDUM

No. 030, s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary Schools)
Teaching and Non-Teaching Personnel
All others concerned

From: Office of the Schools Division Superintendent

Date: January 28, 2020

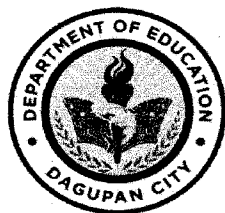
Subject: **Submission of Updated Personal Data Sheet (PDS) and Individual Performance Commitment and Review Form (IPCRF) CY 2019**

RELEASE
SDO-DAGUPAN
BY: [Signature]
DATE 1-29-2020
TRACKING NO. 0533

RECEIVED
DATE: 1/30/2020
TIME: 11-00
REYNANTE B. INFANTE
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1. All teaching and non-teaching employees are advised to submit one (1) original copy of their updated Personal Data Sheet (PDS) to the Division HR Office not later than February 28, 2020.
2. All non-teaching employees in the Schools Division Office Proper and Schools are advised to submit one (1) photocopy of their approved Individual Performance Commitment and Review Form (IPCRF) for CY 2019 to the Division HR Office not later than February 28, 2020.
3. Immediate dissemination and strict compliance to this memorandum is desired.

[Signature]
MARIA CELIA JUNIO-FERNANDEZ, Ed. D., MDM-SEC
Schools Division Superintendent



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