



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 244 s. 2022

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Administrative Officer V  
 Legal Officer  
 Education Program Supervisors  
 Public School District Supervisors  
 Planning Officer  
 Human Resource Management Officer  
 School Heads  
 All others concern

FROM : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT : **Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022**

Date : July 5, 2022

Pursuant to the *Memorandum DM-HROD-2022-1509*, that all public school teachers are instructed to manually accomplished their Individual Performance Commitment and Review Form (IPCRF) for School Year 2021-2022, this office would like to underscore Division Performance Management Team and School Performance Management Team as follows;

DIVISION PMT	SCHOOL PMT
<b>Chair:</b> Assistant Schools Division Supt.  <b>Members:</b> <ul style="list-style-type: none"> <li>• Planning Officer III</li> <li>• Accountant III</li> <li>• Chief Administrative Officer V</li> <li>• One (1) Education Program Supervisor</li> <li>• One (1) Principals' Representative (Elementary: PESPA)</li> <li>• One (1) Principals' Representative (Secondary: NAPSSHI/NAPSSPHIL)</li> <li>• One (1) representative from the teacher association for Elementary</li> <li>• One (1) NEU-Division Chapter Representative</li> </ul>	<b>Chair:</b> Principal/School Head  <b>Members:</b> <ul style="list-style-type: none"> <li>• Four (4) Master Teacher/Head Teacher</li> <li>• One (1) Representative from the School Planning Team</li> <li>• One (1) Administrative Officer/Representative from non-teaching group</li> <li>• One (1) representative from the Teacher Association</li> </ul>



Address: DepEd SDO, Burgos St., Dagupan City  
 Telephone No.: (075)615-2645/615-2641  
 Website: depeddagupan.com  
 Email Address: dagupan.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division Superintendent**

<b>Observer:</b> One (1) PTA Division Federation Representative	<b>Observer:</b> One (1) PTA Representative
<b>Secretariat:</b> Administrative Office	<b>Secretariat:</b> Administrative Office

(Reference: DO No. 2, s. 2015 para. 60 tbl. 5)


Moreover reiterating also the paragraph 63.i-iv in DepEd Order No. 2, s. 2015 that the Head of Office (Principal/School Head) shall:

- i. Assume primary responsibility for Performance Management in his/her school.
- ii. Submit the Office Performance Commitment and Review Form to the Planning Office c/o Joann Jimenez (After RPMS, Phase 3 (Performance Review and Evaluation) – schedule will be announce later)
- iii. Review and approve individual employee's Performance Commitment and Review Form for submission to the Human Resource Management Office c/o Jennette A. Sison (July 25, 2022 – August 4, 2022)
- iv. Submit a quarterly accomplishment report to the Planning Office based on the PMS Calendar

Failure on the part of the Head of School to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

And also any violation of reasonable office rules and regulations and simple neglect of duty for the employees responsible for the delay on non-submission of the OPCR and IPCRF shall be dealt with administratively.

Immediate dissemination is desired.

  
**AGUEDO C. FERNANDEZ, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent



Address: DepEd SDO, Burgos St., Dagupan City  
Telephone No.: (075)615-2645/615-2641  
Website: depeddagupan.com  
Email Address: dagupan.city@deped.gov.ph