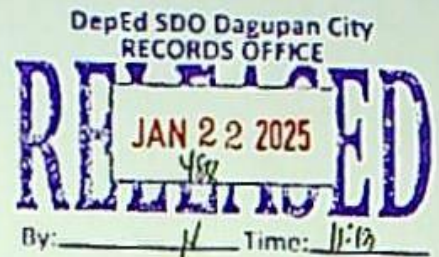




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

January 20, 2025

DIVISION MEMORANDUM

No. 027, s.2025

**SUBMISSION AND VALIDATION OF INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)
OF DIVISION PERSONNEL FOR CY2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialists
Unit/Section Heads
All Others Concerned

1. In compliance with the DepEd Order No.002, s.2015, re: *Guidelines on Establishment and Implementation of Results-Based Performance Management System (RPMS) in the Department of Education*, this Office hereby informs Division Personnel on the conduct of **SUBMISSION AND VALIDATION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) OF DIVISION PERSONNEL FOR CY2024**, whose approving authority is the Assistant Schools Division Superintendent, at 4th floor Conference Hall, SDO Bldg. on January 28 & 30, 2025
2. The activity aims to:
 - a. Calibrate performance targets vis-à-vis the actual results
 - b. Validate the Means of Verification (MOV)
3. It is directed that the final copy of the IPCRF shall be immediately submitted for the Approving Authority's signature after the scheduled validation period. The final rating shall be the basis for the grant of benefits, per existing guidelines.



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph

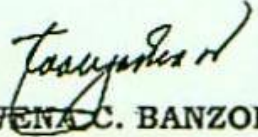


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4. Refer to Enclosure No. 1 – Schedule of IPCRF Rating for CID, OSDS & SGOD.
5. Please submit the soft copies of IPCRF of all Division Personnel for CY2024 duly signed by the ratee, rater and approving authority.
The following guidelines should be followed:
 - a. Scanned copy should be in PDF format;
 - b. One PDF file – one personnel;
 - c. File name format to be used
 - IPCRF_CY_OFFICE_NAME OF PERSONNEL

Example:
IPCRF_2024 OSDS JOSE PROTASIO RIZAL
IPCRF_2024_CID MARIA CLARA SANTOS ALBA
 - d. All O/IPCRF shall be uploaded through this link:
<https://tinyurl.com/IPCRF2024SGOD>
<https://tinyurl.com/IPCRF2024OSDS>
<https://tinyurl.com/IPCRF2024CID>
6. It is expected that said documents will be completely uploaded on or before January 31, 2025
7. For guidance and strict compliance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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Enclosure No.01 to Division Memorandum No. _____, s. 2025

Schedule of IPCRF Rating for Division Personnel

Date	Participants	
	8:30 - 12:00	1:30 - 5:00
January 28, 2025	Curriculum Implementation Division <ul style="list-style-type: none">• Education Program Supervisors	Public Schools District Supervisors
January 30, 2025	Office of the Schools Division Superintendent <ul style="list-style-type: none">• HRU• Records Unit• Supply Unit• Cash Unit• Accounting Unit• Budget Unit• Legal Unit• ICT	School Governance and Operations Division <ul style="list-style-type: none">• SGOD - EPS• HRDS• M&E• P&R• SocMob• Facilities• Medical• Dental