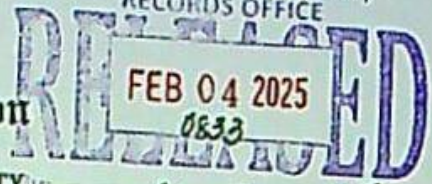




Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
 RECORDS OFFICE



Time: 14:17

Office of the Schools Division  
 Superintendent

February 3, 2025

**DIVISION MEMORANDUM**

No. 56, s.2025

**SUBMISSION OF OFFICE/INDIVIDUAL PERFORMANCE  
 COMMITMENT AND REVIEW FORM FOR FY2024 AND  
 INDIVIDUAL DEVELOPMENT PLAN FY2025**

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

1. In accordance with DepEd Order No. 2, s. 2015, titled "Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education," it is mandated that the final versions of the O/IPCRF, IDP, and MOVs must be submitted for the signature of the Approving Authority by February 17, 2025. These documents should be delivered in hardcopy to the Office of the Assistant Schools Division Superintendent..
2. The IPCRF shall likewise be uploaded in PDF format (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\_OSIDS\_JOSE PROTASIO RIZAL  
 IPCRF\_2024\_CID\_MARIA CLARA SANTOS ALBA



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

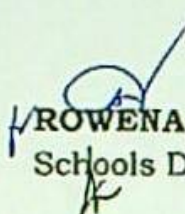


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Office of the Schools Division  
Superintendent

- d. All O/IPCRF shall be uploaded through this link:  
<https://tinyurl.com/IPCRF2024SGOD>  
<https://tinyurl.com/IPCRF2024OSDS>  
<https://tinyurl.com/IPCRF2024CID>

3. For compliance to this Memorandum is highly appreciated.

  
ROWENA C. BANZON EdD, CESO V  
Schools Division Superintendent 