



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

DepEd SDO Dagupan City
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Office of the Schools Division
Superintendent

June 29, 2026

DIVISION MEMORANDUM

No.: 365, s. 2026

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM (IPCRF) SY2025-2026**

To: Asst. Schools Division Superintendent
Chief, CID & SGOD
Public School District Supervisors
Public School Principals/SHs (Elem & Sec)
All others concerned

1. In compliance to the PRIME-HRM program of the Civil Service Commission, all Schools are hereby directed to submit soft copies of duly accomplished Individual Performance Commitment and Review Form (IPCRF) of all teaching and non-teaching personnel for SY 2025-2026 duly signed by the ratee, rater and approving authority.
2. The following guidelines should be followed:
 - a. Scanned copy should be in PDF format. Part I to IV of the IPCRF and OPCRf should be scanned.
 - b. One PDF file – one personnel.
 - c. File name format to be used both elementary and secondary.
 - IPCRF_SY_SCHOOL NAME_NAME OF PERSONNEL
 - Example:*
IPCRF_2025-2026_BSES_JUAN DELA CRUZ
 - For IPCRF SY2025-2026
 - d. All IPCRF shall be uploaded through this link:
<https://tinyurl.com/SDODagupanIPCRFSY2025-2026>
3. Kindly verify that all uploaded files are clear, complete and accessible before final submission.
4. The full uploading of the IPCRF 2025-2026 is anticipated to be completed by **July 3, 2026**.
5. For your information, guidance, and strict compliance.

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent



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