



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 276, s. 2022

TO: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS (SGOD AND CID)
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL SCHOOL HEADS
ADMINISTRATIVE OFFICER V
ALL OTHERS CONCERNED
This Division

For the Schools Division Superintendent

FROM: ROSALIO B. CONTURNO, JR. Ph.D.
OIC-Office of the Asst. Schools Division Superintendent

SUBJECT: SUBMISSION OF DULY SIGNED IPCRFs WITH FINAL RATINGS
AND MOVs AS OUTPUTS DURING THE YEAR-END PERFORMANCE OF
SCHOOL-BASED TEACHING AND NON-TEACHING PERSONNEL IN
SCHOOLS

DATE: JULY 8, 2022

1. Pursuant to Memorandum DM-HROD-2021-1509 dated June 27, 2022, re: Instruction on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022, all public-school teachers are instructed to manually accomplish their Individual Performance Commitment and Review Form (IPCRF) for School Year (SY) 2021-2022.
2. Anent this, this SDO requests all school heads (elementary and secondary) to submit the following documents to the Public Schools District Supervisors (PSDSs)/PICDs on or before July 13, 2022, to wit:
 - a. Approved IPCRF of Teachers/Master Teachers/Head Teachers with MOV's
 - b. Approved IPCRF of Non-teaching personnel in school with MOV's
 - c. Duly signed Performance Monitoring and Coaching Form (PMCFs)
 - d. Consolidated Performance Ratings
 - e. Consolidated Development Needs
 - f. Frequency Distribution
3. The district supervisors and principal in-charge of the district are responsible for the coordination, collation, and submission of the same documents by district to the division office on or before July 15, 2022. The hard copies shall be submitted to our Human Resource Management Officer (HRMO) Cynthia O. Dalman, while, the electronic copy (excel format) of the Consolidated Performance Ratings, Consolidated

Department of Education
Division of Dapitan City
RELEASED
NO. 276 DATE 7/8/2022
TIME 4:50 BY [Signature]



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Development Needs and Frequency Distribution shall be submitted thru this link:
<https://bit.ly/OPCRFYearEnd2022byDistrict>.

4. The District Performance Management Team (PMT) shall take charge in the validation of the documents/portfolio of Department Heads, Teachers and Non-teaching personnel assigned in school who have *Outstanding Rating* as well as *Satisfactory Rating*.
5. The templates of the consolidation of Performance Ratings, Development Needs, Frequency Distribution and PMCFs can be access thru this link: <http://bit.ly/opcrfipcrfattachment2022> .
6. Immediate and wide dissemination of this Memorandum is desired.

SGOD-HRD-DM-2022-07-01



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

