



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: OIC, Asst. Schools Division Superintendent/SGOD Chief
Division Unit Heads and Personnel
Chief, CID
Education Program Supervisors
Public Schools District Supervisors
Other concerned

ELIAS A. ALICAYA, JR. Ed.D.

OIC-Assistant Schools Division Superintendent

FROM:  **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF 2016 INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM (IPCRF) FOR NON-SCHOOL BASED
PERSONNEL**

DATE: December 28, 2016

In reference to DepEd Order No. 2, s. 2015 entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education" and Division Memo No. 52, s. 2016, the RPMS year-end results (Phase III and IV) for Non-School Based Personnel is completed on December 2016. Thus, this would like to inform ALL Non-School Based Personnel that the submission of **signed** IPCRF will be on **January 17, 2017, Tuesday**, to the Division Human Resource Unit *c/o Ms. Ellaine V. Balen, Administrative Officer IV*.

One (1) folder with three (3) copies of signed IPRF with all supporting documents or mode of verification (MOV) should be submitted. MOVs should be organized with ear tags based on the arrangement of Performance Indicators.

The rater and ratee should give time to discuss among themselves the accomplishment results based on agreement, key result areas (KRAs) and targets before signing the said form.

Immediate dissemination of this memorandum is earnestly desired.