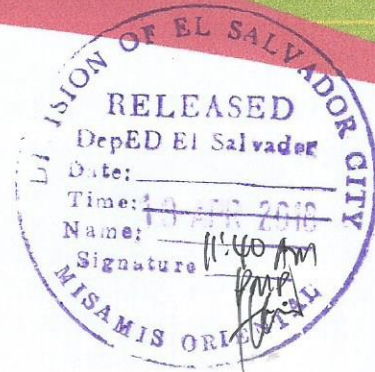


DIVISION MEMORANDUM
No. 110, s. 2018



To: ALL SCHOOL BASED PERSONNEL

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Submission of Individual Performance Commitment Review Form (IPCRF) SY 2017-2018

Date: April 13, 2018

- This is to remind all employees on the yearly submission of Individual Performance Commitment Review Form (IPCRF). Deadline for submission of IPCRF for SY 2017-2018 with the Summary Report of Performance Ratings shall be on **April 20, 2018, 12:00NN.**
- All are encouraged to submit at least three (3) copies which shall be distributed as follows:
 - 1 copy – Personnel Office/201 File
 - 1 copy – Commission on Audit (COA)
 - 1 copy – Employee
- Schools are advised to follow the template below for the Summary Report of Performance Ratings. Attached also is the process flow for IPCRF submission to serve as your reference.

Last Name	First Name	Middle Name	School	Performance Rating	
				Numerical	Descriptive
<i>Sample:</i> Cruz	Juana	Dela	Amoros ES	4.6	0

- For information, guidance and strict compliance.

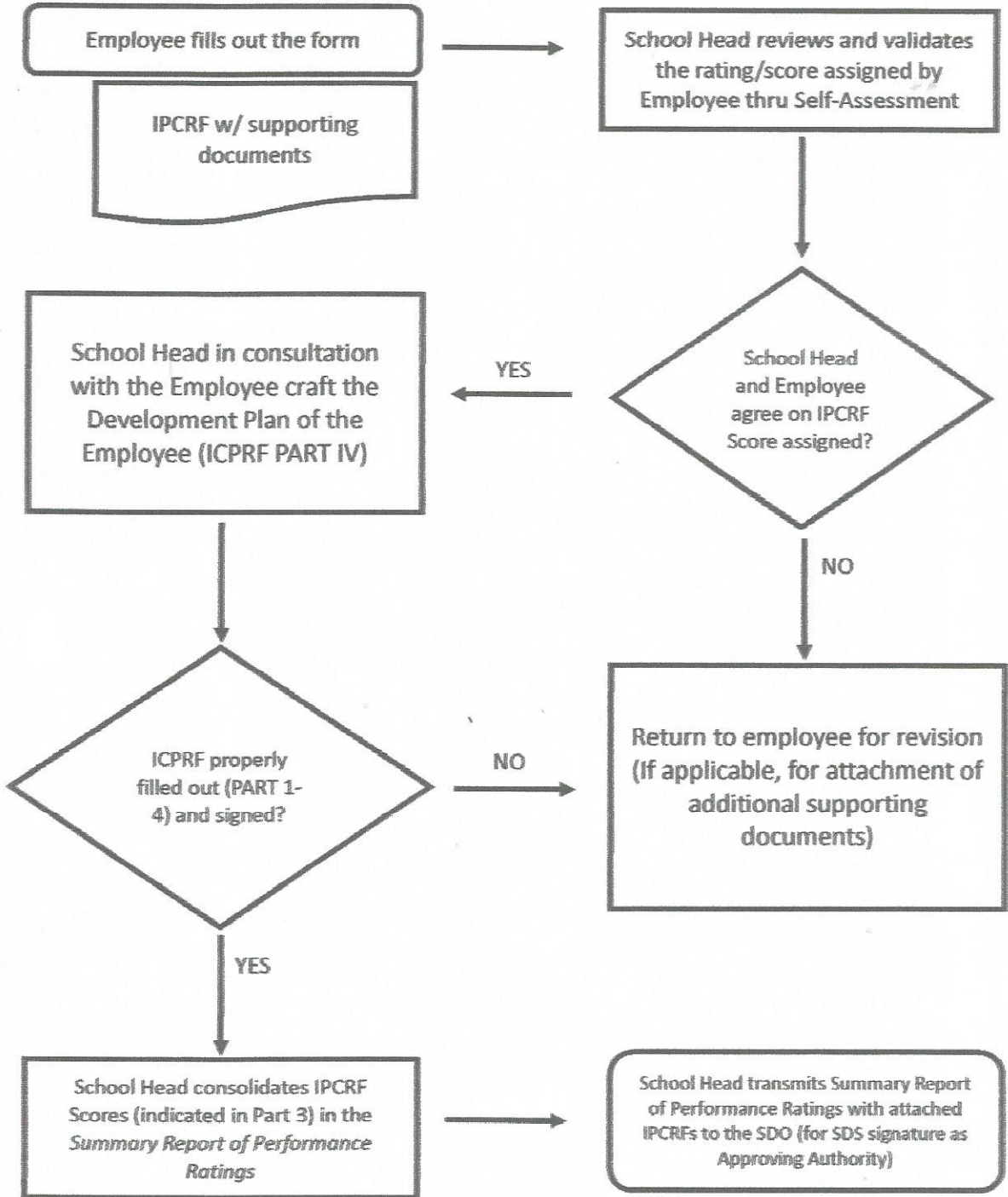
Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama



PROCESS FLOW ON SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (ICPRF)

A. School-Based Personnel (except for School Heads)



Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

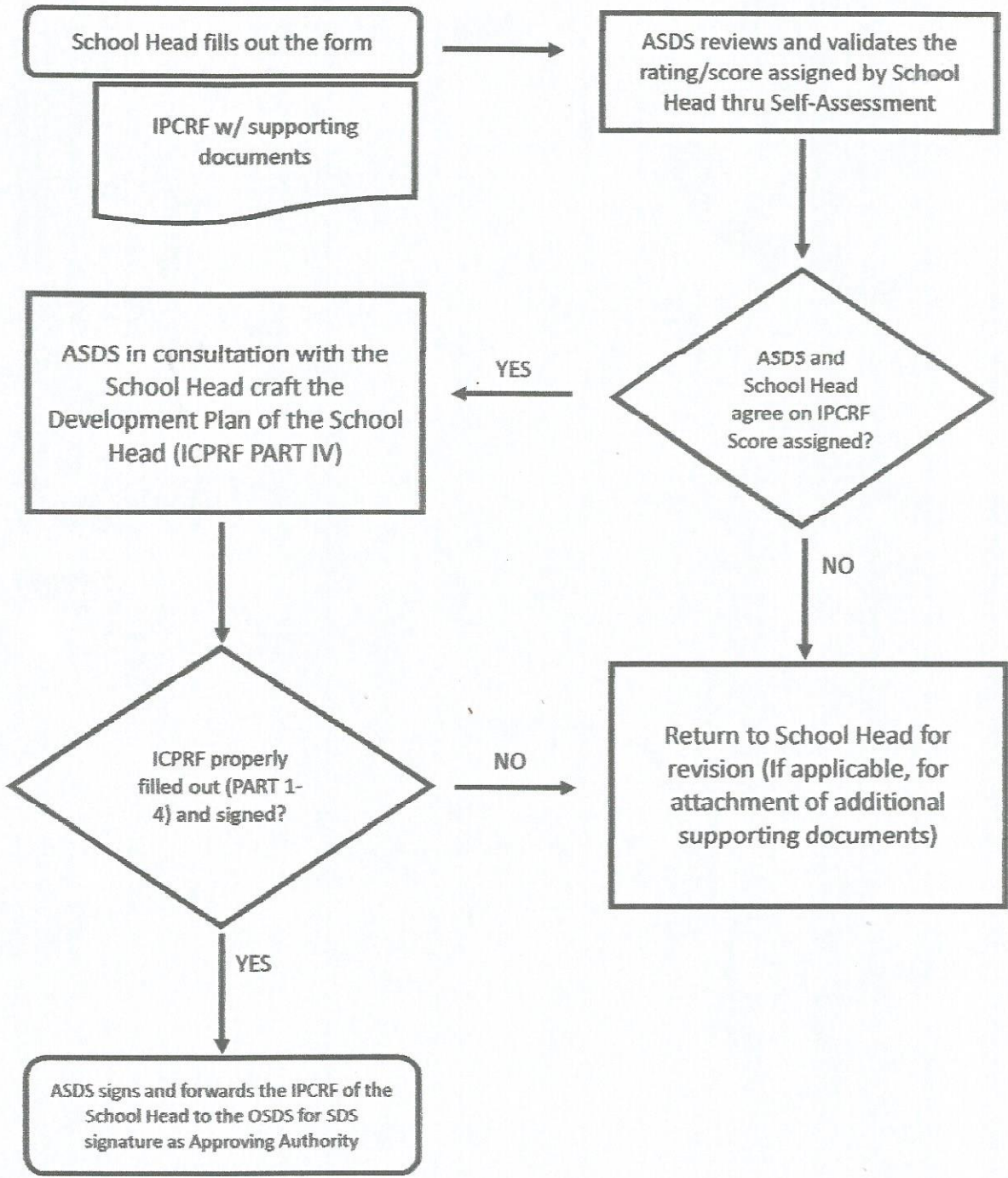
*SDO- Schools Division Office
*SDS- Schools Division Superintendent

OSDS/ama



...Continuation on PROCESS FLOW ON SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)

B. School Head



*SDS- Schools Division Superintendent

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ansa