



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



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DIVISION MEMORANDUM

No. 082, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent

Subject: Submission of Individual Performance Commitment Review (IPCR)
Form for SY 2018-2019 of School-Based Personnel

Date: April 15, 2019

1. All personnel deployed in the schools are hereby directed to submit their Individual Performance Commitment Review (IPCR) Form for SY 2018-2019 on or before **April 30, 2019**.
2. IPCRs of employees deployed in the school shall be submitted by School with attached "Summary of Performance Ratings," following the template below.

No.	FULL NAME			PERFORMANCE RATING	
	LAST NAME	FIRST NAME	MIDDLE NAME	NUMERICAL	DESCRIPTIVE
1.	CRUZ	JUAN	YU	4.456	VS

3. Soft copy of the summary of performance ratings shall be emailed to depedelsalvador.hrmo@gmail.com on or before the prescribed deadline.
4. All teachers are reminded that their IPCR must be based on Philippine Professional Standards for Teachers (PPST).
5. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
Records Section- Memo

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