



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

07 Jan 2020

DIVISION MEMORANDUM
No. 003, s. 2020

**Submission of Office and/or Individual Performance Commitment
Review Form (O/IPCRF)**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Others Concerned
This Division

1. The field is hereby reminded of the submission of the following documents as per prescribed by DepED Order 2, s. 2015, otherwise known as “Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education.”

DOCUMENT	DEADLINE	RECOMMENDING APPROVAL	APPROVAL
IPCR for July to December 2019 (Accomplishments)	January 20, 2020	ASDS for SGOD Chief, CID Chief and OSDS Unit Heads	SDS
IPCR for January to June 2020 (Targets)	January 31, 2020	CID Chief for all employees under CID SGOD Chief for all employees under SGOD *Immediate Superior shall affix initial signature Unit Heads/ Immediate Supervisor for OSDS staffs (e.g. Ms. Stephanie P. Saligumba, Budget Officer III for Ms. Eleonor M. Remonsada, Administrative Assistant III for Budget)	



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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2. Any clarification may be addressed to the Admin-Personnel Office thru this email address: depedelsalvador.hrmo@gmail.com or thru this mobile number: 0956 654 1822.
3. For information, guidance and compliance.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

MEMO-SUBMISISON PERSONNEL

OSDS/*AMA*



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