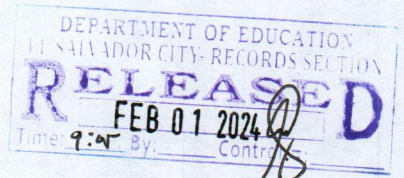




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



January 31, 2024

DIVISION MEMORANDUM
No. 048, s. 2024

**DESIGNATION OF MS. MARICEL B. JANGAO, DIVISION ACCOUNTANT,
TO BE THE RATER OF INDIVIDUAL PERFORMANCE OF AO II,
ADAS II & III**

To:

**Division Accountant
School Heads
Administrative Officers II
Administrative Assistants III
Administrative Assistants II
All others concerned
This Division**

1. This Memorandum serves to inform everyone concerned that Ms. Maricel B. Jangao, Division Accountant, is designated as the rater for the Individual Performance Commitment and Review Form (IPCRF) for the year 2023 and onwards for all Administrative Assistants II and III and Administrative Officer II handling school liquidation reports.
2. Ms. Jangao's role as the Division Accountant ensures that the rater possesses the necessary insights to provide a comprehensive evaluation of the finance personnel for the efficient and accurate processing of school liquidation reports and other related tasks.
3. During the IPCRF evaluation process, the identified employees are encouraged to collaborate closely with Ms. Jangao, providing any relevant documentation or information that may assist in a thorough assessment of their performance. This evaluation is vital for recognizing achievements, identifying areas for improvement, and collectively contributing to the sustained success of the division.
4. Please see Enclosure 1 for the sample format.
5. If you have any questions regarding the IPCRF process, please feel free to contact the Human Resources Department.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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6. This activity shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil Status, disability, religion, ethnicity or political affiliation.

7. For information and guidance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index

IPCRF

Acctg/cda





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SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 1- Format to be Followed:

Example:

HONEYLUZ S. NACUA

Ratee

MARICEL B. JANGAO, CPA

Accountant III-Rater

CONNIEBEL C. NISTAL, Ph.D.

ASDS-Approving Authority

