



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION OF CAGAYAN DE ORO CITY
RELEASED
DATE: **DEC 22 2023**

Office of the Schools Division Superintendent

December 21, 2023

DIVISION MEMORANDUM
No. 697 s. 2023

**2023 YEAR-END INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM
EVALUATION (IPCRF) AND CRAFTING OF 2023 IPCRF
OF THE DIVISION OFFICE PERSONNEL**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor – CID
OSDS Functional Unit Heads
CID personnel
SGOD personnel
OSDS personnel

1. Pursuant to DO No. 2, s.2015, the Year-End Evaluation (Phase III & IV) and Performance Planning (Phase I) of non-school-based personnel shall be conducted in December. Relative to this, all concerned Division Office personnel are hereby informed of the schedule of activities relative to this:

DATE	ACTIVITY	PERSONS INVOLVED
December 27, 2023 8:00 AM – 5:00 PM	Year-End Evaluation of 2023 Individual Performance Commitment Review Form (IPCRF)	Rater (Division Chiefs/ Unit Heads) Ratee (division/unit personnel)
December 28, 2023 8:00 AM to 5:00 PM	Crafting and presentation of the 2024 Individual Performance Commitment Review Form (IPCRF)	Rater Ratee

2. The year-end evaluation process as well as the crafting of the new IPCRF shall be guided by the provisions in the abovementioned Order.
3. The rated and approved 2023 IPCRF shall be submitted in triplicate copies attached with an executive summary to support actual accomplishments.
4. The crafted of the 2024 IPCRF, all Key Result Areas (KRAs), objectives and Key Performance Indicators (KPIs) shall be based on the compendium of office functions and respective job descriptions for the Department and its plantilla items.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@depd.gov.ph



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5. The 2024 IPCRF shall be signed by both the ratee and the rater as part of the agreement.
6. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
7. Immediate dissemination and compliance to this memorandum is required.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: NONE

Reference: DepEd Order No. 02 s.2015

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

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)

ECHR/DM-IPCRF
December 21, 2023



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