



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY
Office of the Schools Division Superintendent



DIVISION MEMORANDUM
No. 983 s. 2024

26 Dec 2024

2024 YEAR-END INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM
EVALUATION (IPCRF) AND CRAFTING OF 2024 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 26-27, 2024 8:00 AM – 5:00 PM	Year-End Evaluation of 2024 Individual Performance Commitment Review Form (IPCRF)	Rater (Division Chiefs/ Unit Heads) Ratee (division/unit personnel)
	Crafting of 2025 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 2024 IPCRF shall be submitted in triplicate copies attached with an executive summary to support actual accomplishments.



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4. The crafted 2025 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. The draft shall be submitted in hard copy for approval of the rater on or before January 02, 2025 through the M&E Unit.
5. 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.
6. Immediate dissemination and compliance to this memorandum is required.

ROY ANGELO E. GAZO
Schools Division Superintendent

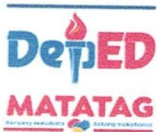
Encl: NONE

Reference: DepEd Order No. 02 s.2015

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

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)

DM-009-SGOD-SMME-ECHR



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