



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
TAGBILARAN CITY SCHOOLS DIVISION



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**MEMORANDUM**

**TO** :Administrative, DCPNHS, Manga NHS, Cogon Night HS, Mansasa NHS  
Non-teaching Personnel

**FROM** :**VIRGINIA C. ZAPANTA, Ed.D, CESO V**  
Schools Division Superintendent

**SUBJECT** :**IPCRF PREPARATION / TARGET SETTING WORKSHOP - FINAL  
COACHING**

**DATE** :June 8, 2016

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1. The Administrative Office will be conducting a Final Coaching on IPCRF Preparation and Target Setting Workshop on Wednesday, June 8, 2016 at 9:00 AM to 4:00 PM at the Division Supply Office to Administrative, DCPNHS, Manga NHS, Cogon Night HS, Mansasa NHS Non-teaching Personnel.
  2. Participants are required to bring the following:
    - a. PDF or CSC PDF
    - b. Approved IPCRF 2015
    - c. Laptop, printer, and extension cord.
  3. Please coordinate with Ms. Melany T. Buntag, AO-III at the Administrative Office regarding the matter.
  4. For your guidance and information.

  
**VIRGINIA C. ZAPANTA, Ed.D, CESO V**  
Schools Division Superintendent