



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 tagbilarancitydivision@yahoo.com www.depedtagbilaran.org

April 5, 2019

DIVISION MEMORANDUM
NO. 158, s. 2019

**SUBMISSION OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND
REVIEW FORMS (IPCRF) AND OFFICE PERFORMANCE COMMITMENT AND
REVIEW FORMS (OPCRF)**

To: Division Office Personnel
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. DepEd Order No. 2, s. 2015 entitled *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education* provides for the establishment and implementation of the RPMS in all DepEd schools and offices, covering all officials and employees, school-based and non school-based in the Department holding regular plantilla positions. It stipulates the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning. Personnel under contracts of service/job order and LGU-funded employees shall likewise be covered, but for purposes of performance evaluation only.
2. In this regard, all elementary and secondary public schools and division offices (CID, SGOD and OSDS) shall submit a copy of the Individual Performance Commitment and Review Forms (IPCRF) and summary and Office Performance Commitment and Review Forms (OPCRF) in hard copy to the Records and Personnel Office **on or before April 25, 2019**. Please note that IPCRF for teaching personnel covers SY 2018-2019, while non-teaching personnel covers CY 2018.
3. Delay or non-submission of the Summary of IPCRF and OPCRf shall be dealt with administratively.
4. Immediate dissemination of this Memorandum is desired.


NERI C. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent