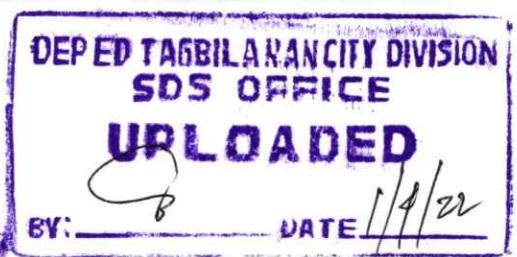




Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY



**Office of the Schools Division  
Superintendent**

January 03, 2022

DIVISION MEMORANDUM

No. J23, s. 2022

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

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

1. DepEd Order No. 2, s. 2015 titled *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 nonteaching personnel in 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 January 10, 2022.**
3. Delay or non-submission of the Summary of IPCRF and OPCRf shall be dealt with administratively.
4. Immediate and wide dissemination of this Memorandum is desired.

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/CPC/ADMIN/atm



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