



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

January 15, 2024


**DIVISIONAL MEMORANDUM**

No. 016, s. 2024

**SUBMISSION OF DULY APPROVED INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM (IPCRF) CY 2023 FOR DIVISION  
OFFICE PERSONNEL AND NON-TEACHING PERSONNEL IN THE FIELD**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
Division Office Personnel  
This Division

1. In reference to DepEd Order No. 2, s 2015 "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)", this Office, through the Division Performance Management Review Team (PMT), is mandating all Division Office Personnel and Non-Teaching Personnel in the field to submit their duly approved Individual Performance Commitment and Review Form (IPCRF) CY 2023 (Parts 1-4).
2. Attached is the Annex A of DO No. 2, s. 2015 as guide for the rater and approving authority of the IPCRF.
3. Scanned copy of the IPCRF in Portable Document Format (PDF) with employees name (family name, fist name, middle initial) as the file name shall be submitted to this link <https://rb.gy/dc047d> on or before **January 31, 2024**. Moreover, hard copy of IPCRF and a summary of ratings using the prescribed attached template must be submitted on the same day by the school head or head of the functional Divisions for DO personnel.
4. As per item no. 56 of DepEd Order No. 2, s. 2015, "Official and employees who shall be on official travel, approved leave of absence, training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office", hence all employees with at least three months in service shall be required to accomplish their performance commitment and review form.
5. Wide dissemination and immediate compliance of this Memorandum is desired.

  
**NIMFA R. LAGO, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent



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**PANDONG**  
#PadayonAsensoOzamiz



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Annex A

RATEE		RATER	APPROVING AUTHORITY
<b>Central Office</b>			
1	Undersecretary	Secretary	
2	Assistant Secretary	Undersecretary	Secretary
3	Director	Assistant Secretary	Undersecretary
4	Asst. Director	Director	Assistant Secretary
5	Chief of Division	Asst. Director	Director
6	Asst. Chief	Chief of Division	Asst. Director
7	Section Chief/Unit Head	Asst. Chief	Chief of Division
8	Staff	Section Chief/Unit Head	Asst. Chief
<b>Regional Office</b>			
1	Regional Director	Undersecretary	Secretary
2	Asst. Regional Director	Regional Director	Undersecretary
3	Chief of Division	Asst. Regional Director	Regional Director
4	Asst. Chief	Chief of Division	Asst. Regional Director
5	Section Chief/Unit Head	Asst. Chief	Chief of Division
6	Staff	Section Chief	Chief of Division
<b>Division Office</b>			
1	Superintendent	Asst. Regional Director	Regional Director
2	Asst. Superintendent	Superintendent	Asst. Regional Director
3	Chief of Division	Asst. Superintendent	Superintendent
4	Education Program Supervisor	Chief of Division	Asst. Superintendent
5	District Supervisor	Chief of Division	Asst. Superintendent
6	Section Chief/Unit Head	Chief of Division	Asst. Superintendent
7	Staff	Section Chief/Unit Head	Head of Division
<b>Schools</b>			
1	Principal	Asst. Superintendent	Superintendent
2	Head/Master Teacher	Principal	Superintendent (Small & Medium Divisions) Asst. Superintendent (Large and Very Large Divisions)
3	Teacher	Head Teacher/ Master Teacher	Principal
4	Non-Teaching Staff	Principal	Administrative Officer V (SDO-School Governance and Operations Division)



