



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

February 5, 2025


DIVISIONAL MEMORANDUM

No. 054, s. 2025

**SUBMISSION OF DULY APPROVED INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (IPCRF) CY 2024 FOR
NON-TEACHING PERSONNEL IN THE DIVISION OFFICE
AND IN THE SCHOOLS**

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 2024 (Parts 1-4).
2. Scanned copy of the IPCRF in Portable Document Format (PDF) with employees’ name (family name, fist name, middle initial) as the file name must be submitted to this link <https://tinyurl.com/yc2czt26> on or before **February 24, 2025**. 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.
3. Wide dissemination and immediate compliance of this Memorandum is desired.


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OIC – Office of the Schools Division Superintendent



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