



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
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DIVISION MEMORANDUM  
No. 27, S. 2017

DIVISION SUBMISSION OF CY 2017 & 2016 OPCRFS/IPCRFs/IPDPs AND PMT Review  
Schedule

To: Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads (JHS & SHS)  
To All Others Concerned

1. Pursuant to Regional Memorandum No. 017, s.2017, otherwise known as Submission of CY 2017 & 2016 OPCRFS/IPCRFs/IPDPs and PMT Review Schedule, the following due dates for the Division RPMS reports/forms/activities are reiterated:

Due Date	Reports / Activity	Office / Employees Concerned
January 19, 2017	2017 IPCRFs (Commitments)	SDO Baguio City employees
January 19, 2017	2017 OPCRFS (Commitments)	Division Office, School Heads
January 20, 2017	IPCRFs for 2016 with Ratings and MOVs	Division Office employees
	OPCRFs for 2016 with Ratings and MOVs	Division Office, School Heads
January 23-26, 2017	PMT Review of the 2016 IPCRF and OPCRf Rating	PMT Chairperson and Members
February 17, 2017	IPDP with copy of Approved IPCRF / OPCRf	SDO Baguio City employees

2. Incidental expenses, meals and snacks during PMT meetings and review shall be charged to Division Office Funds.
3. For information, guidance, and compliance.

  
**ATTY. AUGUSTIN P. LABAN III**  
Legal Officer III  
OIC - Schools Division Superintendent