



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Rd., Baguio

DepEd DIVISION OF BAGUIO CITY

SEP 27 2017

RELEASED



Office of the Superintendent
Division Memorandum No. 302, s. 2017

**SUBMISSION OF ADJUSTED/CORRECTED OPCRF AND IPCRF OF DIVISION
OFFICE EMPLOYEES**

To: SGOD AND CID CHIEFS
All Division Office Employees (National, SEF, Job Orders)

1. Please be informed of the following schedule of submission of final and corrected OPCRF and IPCRF of Division Office Employees properly aligned with the OPCRF of the SDS.

OPCRF - September 29, 2017

IPCRF- October 3, 2017

2. As per agreement of the PMT, all SEF and Job Orders (guards, FVR Employees and drivers included) are obliged to follow the IPCRF DepEd format.
3. Submit two hard copies, one copy to Ma. Louella Moncada of the Personnel Division and another copy to Ms. Olive Gomez of the Planning & Research Office.
3. Raters are advised to check/review the IPCRFs of their ratees before submission.
4. Immediate dissemination and compliance to this memorandum is desired.


FEDERICO P. MARTIN, EdD., CESO-VI
Schools Division Superintendent