



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



JUN 22 2018
RELEASED
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DIVISION MEMORANDUM

No. 227, S. 2018

**TO : ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS
UNIT/SECTION HEADS
ALL SEF PAID PERSONNEL
ALL OTHERS CONCERNED**

FROM : FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

**SUBJECT : SEF PAID PERSONNEL-SUBMISSION OF IPCRF
(JANUARY-JUNE 2018) and FORM 48 SIGNATORY**

DATE : JUNE 22, 2018

1. In relation to the accomplishment and submission of **Individual Performance Commitment and Review (IPCR) Assessments/Ratings and Accomplishment Report of SEF Casual employees** for the rating period **January to June 2018**, please be reminded that the deadline for submission is on or before **July 5, 2018**.
2. School Heads, Administrative Officers, Unit Heads or the Raters are requested to accomplish the Comments and Recommendation portion of the IPCRF.
3. This is also to inform the School Heads and Unit Heads that assigned Officer-In-Charge is hereby authorized to sign the **DTRs (Form 48)** of the SEF Paid Personnel in your absence. This is to avoid delay in the processing of their payroll.
4. Immediate dissemination of and strict compliance to this memorandum is directed.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent