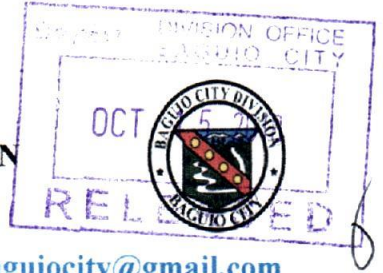




**Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City, 2600**



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Office of the Superintendent  
Division Memorandum Number 50Vs.2018

**TECHNICAL WORKING GROUP (TWG) ON IPCRF MONITORING OF DIVISION OFFICE PERSONNEL**

To: CID and SGOD Chiefs  
Administrative Officer  
All Other Concerned

1. In order to properly monitor the accomplishment of IPCRF of Division Office employees, this office designates the following as IPCRF Monitoring TWG for each of the three functional divisions:

Names	Division
1. Arthur Tiongan	SGOD
2. Juliet Sannad	CID
3. Roberto Gonzales	OSDS


2. The TWG shall be responsible to check and monitor if their staff were able to fully accomplish the tasks and activities in their IPCRFs.
3. Quarterly consolidated report of the monitoring shall be submitted at Planning and Research Office through **Ms. OLIVE GOMEZ**, using this format.

**Sample of IPCRF Monitoring Report**

(Check if tasks were accomplished and put an X mark if not. Conduct coaching and mentoring for units /employee who failed to accomplish their tasks)

Activities/ tasks	First Quarter	Second Quarter	Third Quarter	Fourth Quarter

4. Immediate dissemination and compliance to this memorandum is desired.

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

*M. Asan*