



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



DIVISION OFFICE
 BAGUIO CITY
 JAN 08 2019
 REASED

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Office of the Superintendent
 Division Memorandum Number 008,s.2019

SCHEDULE OF IPCRF/OPCRF AND IPDP SUBMISSION (NON-SCHOOL BASED PERSONNEL)

To: Division Chiefs
 Administrative Officer
 Section Heads
 All Others Concerned

1. With reference to the calendar of activities in implementing the Result-based Performance Management System (RPMS) as per D.O. 2. S, 2015, the following schedule of submission and accomplishments of activities relative to the order shall be enforced:

Due Date	Reports/Activities	Section/employees concern	In charge of collating/recording
January 11	Accomplished IPCRF (with summary of accomplishments)	Rater and Ratee	CID- Djaizelle Dacay SGOD- Airah Naron
January 14-17	One on one conference with respective rater -validation of accomplishments through MOVs	Rater and Ratee	OSDS: Accounting- Kaju Fedcheck Personnel- Harris Sundhu
January 18	Final copy of 2018 IPCRF and OPCRf	Rater and Ratee	Over-all: 1. OPCRfs/IPCRfs) Planning office through MS. OLIVIA GOMEZ 2. IPDP- HRD
January 21	2019 Division OPCRf (commitments)	SDS, ASDS, Chiefs, AO and DO personnel	
January 22	Presentation and Critiquing of 2019 OPCRfs (commitment)	SDS, ASDS, Chiefs, AO, Accounting and staff	
January 23-25	Preparation, Presentation and Critiquing of OPCRfs of Division Chiefs, AO and Accountant	Chiefs, AO, Accounting and staff	
January 29	Preparation of IPCRFs (commitment)	All employees	
January 31	Final copy of 2019 IPCRF (commitment)	All employees	
February 4	Accomplished 2018 IPDP	All employees	
February 6	2019 IPDP (targets and professional needs)	All employees	

2. Sections/ personnel in charge of facilitating the activities are advised to coordinate/consult the Division PMT for queries.

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

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