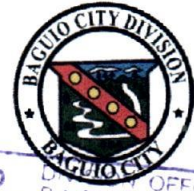




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 267 S. 2019

SEF PAID PERSONNEL-SUBMISSION OF IPCRF (JANUARY-JUNE 2019)

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

1. In relation to the accomplishment and submission of **Individual Performance Commitment and Review (IPCR) Assessments/Ratings** and **Accomplishment Report** of **SEF Paid Casual employees** for the rating period **January to June 2019**, please be informed that the deadline for submission is on or before **July 5, 2019**.
2. School Heads, Administrative Officers, Unit Heads or the Raters are requested to accomplish the Comments and Recommendation portion of the IPCRF.
3. Submit three (3) copies of IPCRF and 1 copy of Accomplishment report to Mr. Lester Libangen at the Personnel Unit.
4. Immediate dissemination of and strict compliance to this memorandum is directed.


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