
	<b>GENERAL QUALITY FORM</b>		Document Code: <b>071ED</b> DIVISION OFFICE BAGUIO CITY
	<b>Office Memorandum</b>		Revision: 00 Effectivity date: 8-20-18 <b>JAN 08 2020</b> Name of Office: <b>RELEASED</b> <b>SGOD-HRD Section</b>

Office of the Superintendent  
 Division Memorandum Number 13, s. 2020


**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 Results-based Performance Management System (RPMS) as per D.O 2, s. 2015, the following schedule of submission and accomplishment of activities relative to the order is enjoined:

Due Date	Reports/Activities	Division/Section/Employees concerned	In charge of collating/recording
January 8	Accomplished IPCRF with summarized MOVs	Rater and Ratee	CID- Djaizelle Dacay SGOD- Airah Naron OSDS Accounting: Zeny Dee Aglasi Personnel: Alma Gayob
January 9-10	One on one conference with respective raters and validation of MOVs		
January 14	Final copy of 2019 IPCRF and OPCRf		
January 21	Presentation and Critiquing of 2020 Division OPCRf (commitment/target)	SDS, ASDS, Chiefs, Core Team and PMT	Over –all: 1. IPCRFs and OPCRfs Planning Office through Olivia Gomez 2. IPDP- HRD Office
January 25	Preparation, Presentation and Critiquing of OPCRfs of Chiefs, AO and Accountant	Chiefs, AO, Accountant and Staff	
January 27	Preparation/Submission of 2020 IPCRFs (target)	All employees	
January 28	Accomplished 2019 IPDP with accomplishment report (see attached format)	All employees	
January 30	2020 IPDP (targets/professional needs)	All employees	

2. All raters/immediate heads are advised to facilitate the activities and ensure that the required reports/documents are submitted on time.
3. Immediate dissemination of this memorandum is desired.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

**INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP) ACCOMPLISHMENT REPORT  
CALENDAR YEAR 2019**

**NAME:** \_\_\_\_\_

**DIVISION/UNIT:** \_\_\_\_\_

**POSITION/DESIGNATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

POTENTIAL AREAS	PERFORMANCE GOAL/TARGET COMPETENCY	ACTIVITIES AND SELF- DEVELOPMENT PROGRAMS ATTENDED/CONDUCTED TO MEET TARGETS	IMPACT OF THE ACTIVITIES	REMARKS

Prepared by:

Noted: (immediate head)