



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

January 4, 2021

Division Memorandum
 Number: _____ s. 2021

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

To: Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Administrative Officer
 Section Heads/Unit 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:

Date of submission	Reports/ Activities	Division/Section/Employees concerned	In charge of collating/recording
January 12-16	1. Year - end review per division 2. One on one conference with respective raters 2. Preparation/ validation of MOVs	Rater and Ratee	CID & ALS- Rachel Ann Vinluan SGOD- Airah Naron OSDS: Accounting & Finance: Zeny Dee Aglasi Personnel: Don Jose Tolentino
January 19	Submission of accomplished IPCRF with MOVs		
January 20	Preparation of 2021 OPCRf	ASDS, Chiefs, Accountant	
January 21	Presentation and Critiquing of 2021 Division OPCRfs (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 2021 DO employees IPCRFs (commitment/target)	Core Team and PMT	
January 27	Preparation/Submission of 2021 IPCRFs (target)	All employees	
January 28	2020 IPDP with accomplishment report (see attached format)	All employees	



"HANDANG MAG SERBISYO"

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January 30	2021 IPDP (targets/professional needs)	All employees	
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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 V
Schools Division Superintendent

Jtb/schedule of ipcrf/opcrf submission 1-4-2021



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