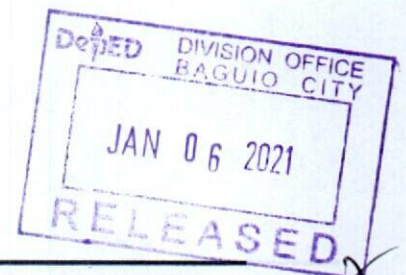




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY



January 4, 2021

Division Memorandum  
 Number: 04 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 <i>Plan</i>	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	



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January 30	2021 IPDP (targets/professional needs)	All employees	
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- All raters/immediate heads are advised to facilitate the activities and ensure that the required reports/documents are submitted on time.
- 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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