



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



January 6, 2022

Division Memorandum

Number: 006, s. 2022

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

To: Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 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 10-14	1. Year - end review per division 2. One on one conference with respective raters 2. Preparation/ validation of MOVs	Rater and Ratee	CID & ALS- Janet Ragasa Simon SGOD- Fevie Cosi OSDS: Accounting & Finance: Lilibeth Degsi
January 17	Submission of accomplished 2021 IPCRF with MOVs		Other Offices in the OSDS Alma Gayob
January 19	Preparation of 2022 OPCRf (target)	ASDS, Chiefs, Accountant	
January 20	Presentation and Critiquing of 2022 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 24	Preparation, Presentation and Critiquing of 2022 DO employees IPCRFs (commitment/target)	Raters and Ratees per functional	
January 27	Preparation/Submission of 2022 IPCRFs (target)	All employees	
January 28	2021 IPDP with accomplishment report	All employees	
January 30	2022 IPDP (targets/professional needs)	All employees	



"HANDANG MAG SERBISYO"

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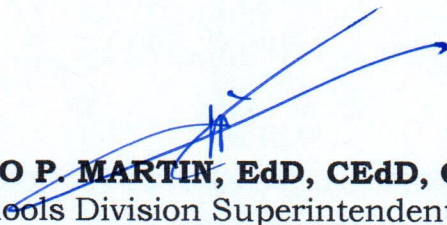


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2. All raters/immediate heads are advised to facilitate the activities and ensure that the required reports/documents are submitted on time.
3. Immediate dissemination of this memorandum is desired.


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

Jtb/schedule of ipcrf/opcrf submission 1-4-2022



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