



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



January 11, 2024

Division Memorandum

No. 021-2024

SUBMISSION OF 2023 IPCRF/OPCRF AND IPDP (DIVISION OFFICE PERSONNEL)

To: All 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:

Due Date of submission	Reports/Activities	Division/ Employees concerned	In charge of collating/recording
January 15	1. Year - end review per division 2. One on one conference with respective raters 2. Preparation/ validation of MOVs	Rater and Ratee	CID & ALS: Ana Javier SGOD: Joanna Mae Villareal
January 17	Submission of accomplished 2023 IPCRF with MOVs		OSDS: Accounting & Finance: Lita Conde
January 19	Submission of IPDP (targets/professional needs) Part IV of the IPCRF Please see attached template	Ratee and Rater	Personnel (including ICT, Records, Budget, Supply Offices) Ma. Louella Moncada
January 24	Presentation of SDO OPCRf (commitment/target)	SDS, ASDS, Chiefs, Accountant and PMT	To be submitted in a folder labeled per Division to the following: 1. IPCRFs and OPCRf's Planning Office through Olivia Gomez





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			2. IPDP- HRD Office through Jovelyn Balantin
January 27	Preparation/Submission of 2024 IPCRFs (target)	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 and compliance with this Memorandum is desired.


SORAYA T. FACULO PHD, CESO VI
OIC- Schools Division Superintendent

jtb/ call for submission of IPCRF/OPCRF AND IPDP 1-11-24



PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed

Rater
Date Signed: _____

Ratee
Date Signed: _____