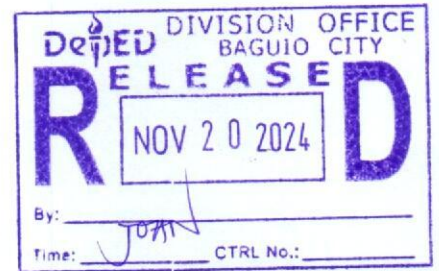




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 14, 2024

Division Memorandum  
 No. **676-2024**

**SUBMISSION OF 2024 IPCRF/OPCRF AND IPDP  
 OF DIVISION OFFICE PERSONNEL**

To : All Chief Education Supervisors  
 Public Schools District Supervisor  
 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 DO 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
December 6	1. Year-end review per Division 2. One on one conference with respective raters 3. Preparation/validation of MOVs	Ratee and Rater	CID and ALS: Ana Javier  SGOD: Joanna Mae Villareal
December 11	Submission of accomplished 2024 IPCRF with MOVs	Ratee and Rater	OSDS: Accounting and Finance: Lita Conde  OSDS: Ma. Louella Moncada
December 12	Submission of IPDP (target/professional needs) Part IV of IPCRF	All employees	
December 13	Preparation/Submission of 2025 IPCRF Targets	All employees	IPCRF/OPCRF: Olivia Gomez  IPDP: Jovelyn Balantin

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

**SORAYA T. FACULO PhD CESO VI**  
 Schools Division Superintendent

For the Schools Division Superintendent:

**NINO M. TIBANGAY PhD**  
 Chief Education Supervisor - SGOD

