



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



July 1, 2025

DIVISION MEMORANDUM
 No. **380-2025**

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT (IPCR) APPRAISALS
 FOR JANUARY–JUNE 2025 BY THE SEF-PAID PERSONNEL**

To: Chief Education Supervisors
 Section/Unit Heads
 Public School Heads
 School Administrative Officers
 SEF-Paid Non-Teaching Staff
 All Others Concerned

1. In accordance with the City’s Strategic Performance Management System (SPMS) and to assess the performance of personnel, particularly in their core and support functions, this office directs all SEF-paid personnel to submit their IPCR appraisals for January–June 2025 on or before July 10, 2025.

2. The authorized signatories for the IPCR are as follows:

RATEE	RATER	APPROVING AUTHORITY
School-based personnel	School Administrative Officer II/IV	School Head
Note: For schools without an administrative officer, the rater will be the school head, and the approving authority will be the Division Administrative Officer V, Admin. Services.		
SDO-based personnel (Health and Dental Services; Engineering/Education Facilities)	Chief, School Governance and Operations Division	Schools Division Superintendent
SDO-based personnel (General Services; Clerical Services)	Administrative Officer V, Admin Services	Schools Division Superintendent
SDO-based personnel (IT services)	Information Technology Officer I	Schools Division Superintendent

2. In the event that personnel obtain a rating of satisfactory, supervisors will utilize performance monitoring and coaching forms to track performance improvement for subsequent evaluations. If satisfactory performance is not achieved despite mentoring and coaching efforts, non-renewal of the casual appointment may be recommended.

3. Kindly download/access the IPCR templates for General Services (Driver, Utility Worker, Security Guard) through this link <https://tinyurl.com/ipcrfsef2025> If you have any questions, please feel free to ask in the official group chat (per district), or contact Ms. Aisa C. Torres directly at (074) 442-7819.

5. For information and guidance.


SORAYA T. FACULO PhD, CESO VI
 Office of the Schools Division Superintendent