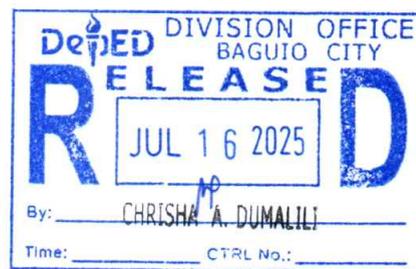




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



July 16, 2025

**DIVISION MEMORANDUM**

No. 416-2025

**GUIDANCE ON SUBMISSION OF INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM (IPCRF) OF HEAD TEACHERS AND  
MASTER TEACHERS**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
Public School Heads  
Others Concerned

1. In reference to DO No. 2, s. 2015, Phase III on Performance Review and Evaluation, this office announces the guidance on the submission of the Individual Performance and Commitment Review Form (IPCRF) of Head Teachers and Master Teachers.

2. For **Head Teachers** not heading a school:

- a. Rate Parts I-A, B, C and Parts II-A and B;
- b. Summarize ratings in Part II;
- c. Specify Development Plans in Part IV; and
- d. All must be in concurrence with School Heads.

3. For **Master Teachers**:

- a. Submit generated copies from the RPMS System;
- b. Submit IPCRF per school to PSDS for the PSDS to forward them to the SDO on or before July 18, 2025.

4. Immediate dissemination of this Memorandum is desired.

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