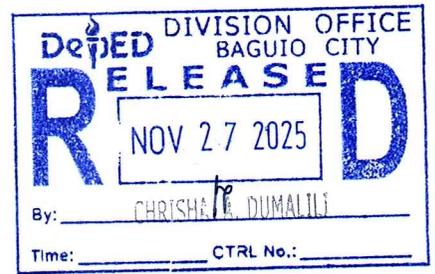




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 26, 2025

DIVISION MEMORANDUM

No. **773-2025**

**SUBMISSION OF 2025 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 5	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: Janet Bal-iyang  SGOD: Wennie Sapdoy
December 9	Submission of accomplished 2024 IPCRF with MOVs	Ratee and Rater	OSDS: Accounting and Finance: Darryl Eguia
December 11	Submission of IPDP (target/professional needs) Part IV of IPCRF	All employees	OSDS: Mary Ocyo  IPCRF/OPCRF: Olivia Gomez
December 12	Preparation/Submission of 2026 IPCRF Targets	All employees	IPDP: Jovelyn Balantin

2. All raters/immediate heads are advised to facilitate the activities and ensured that the required reports/documents are submitted on time.

3. Immediate dissemination of this memorandum is desired.

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