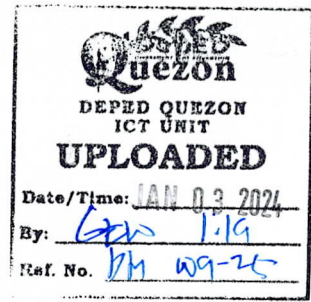




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



02 January 2025

DIVISION MEMORANDUM
 DM No. 0009, s. 2025

**TECHNICAL ASSISTANCE ON THE HARMONIZATION OF IPCRF OF
 NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Concerned Non-teaching Personnel
 All Others Concerned

1. In line with DepEd Order No. 2, s. 2015, entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)," this Office will conduct technical assistance on the harmonization of the IPCRF for non-teaching personnel of DepEd Quezon.
2. The initiative aims to establish a more structured and results-oriented approach to managing employee performance, with the ultimate goal of enhancing the quality of education and services provided by the Department of Education.
3. The activity will take place on January 8, 2025 (via MS Teams), and on January 9-10, 2025, at the Division Library Hub, Talipan, Pagbilao, Quezon. Please refer to the respective schedule of the select participants.

Date	Venue	Links
January 8, 2025 9:00 am – 04:00 pm	Via Zoom	Online Meeting Link https://tinyurl.com/IPCRFHarmony
January 9-10, 2025 8:30 am – 3:00 pm	Division Library Hub	Refer to the List of Participants per schedule https://tinyurl.com/IPCRFParticipants

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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4. Selected non-teaching personnel, as listed in the provided link (<https://tinyurl.com/IPCRFParticipants>), are advised to bring copies of their previously prepared outputs and confirm their attendance on or before January 6, 2025.
5. In case of non-attendance due to urgent matters, participants are requested to coordinate directly with the TWG-Facilitators before the scheduled date and provide recommendations for a possible replacement (limited to personnel with the same plantilla position).
6. Lunch for the participants shall be charged to the Division MOOE, while other expenses will be charged to local funds or School MOOE, subject to existing accounting and auditing rules and regulations.
7. For your reference, please see the attached enclosures:
Enclosure 1: Program of Activities
8. Strict compliance to this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgodlap/02/01/2024

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Enclosure to DM No. 0009 s. 2025

Program of Activities

Time	Day 1	Time	Day 2 and 3
9:00- 9:15	National Anthem/ Prayer/ CALABARZON HYMN/ LALAWIGAN NG QUEZON/ Inspirational Message	8:30 – 12:00	Presentation of Outputs
9:15- 9:45	DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent JOEPI FALQUEZA Assistant Schools Division Superintendent		
9:45 – 10:00	Statement of Purpose and Orientation		
10:00 – 12:00	Workshop Proper		
12:00 – 1:00	Lunch Break		Lunch Break
1:00 – 3:00	Continuation of Workshop	1:00 – 3:00	Continuation of Presentation of Outputs
3:00 – 4:00	Presentation of Outputs	3:00 – 4:00	Closing Program

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