



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



09 October 2025

DIVISION MEMORANDUM
DM No. 1007, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 931, S.2025 - PROCEDURAL
ADJUSTMENT ON THE CHECKING AND VALIDATION
OF IPCRF OF NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to issue a corrigendum to the **Division Memorandum No. 931, S. 2025** titled *“Procedural Adjustment on the Checking and Validation of IPCRF of Non-Teaching Personnel.”*
2. In paragraph 3 of the said Memorandum, the directive stating that “all concerned offices and personnel are hereby directed to transact directly with the Administrative Services Office for all IPCRF-related concerns of non-teaching personnel” is hereby amended to read as follows:

“All concerned offices and personnel are hereby directed to submit the duly checked Individual Performance Commitment and Review Forms (IPCRFs) of non-teaching personnel directly to the Office of the Assistant Schools Division Superintendent (ASDS) for validation and approval.”

3. All other provision stated in the previous Memorandum shall remain in effect.
4. For the information, guidance and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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DEPEDQUEZON-TM-SDS-04-009-003



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