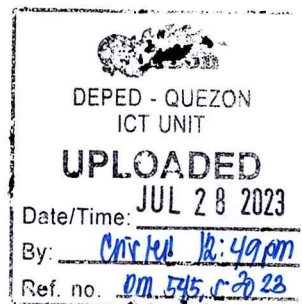




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 July 2023

DIVISION MEMORANDUM

DM No. 545, s. 2023

DISCUSSION AND REITERATION ON THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) CUM TECHINAL ASSISTANCE OF SCHOOL BASED ADMINISTRATIVE OFFICER IV, SENIOR HIGH SCHOOL, JUNIOR HIGH SCHOOL AND ELEMENTARY ADMINISTRATIVE OFFICER II

To: Assistant Schools Division Superintendents
Administrative Officer V
Administrative Officer IV
Elementary, JHS, and SHS School Heads
Administrative Officers II
All Others Concerned

1. As part of the division's continuous effort to improve the implementation of the Results-Based Performance Management System (RPMS), this Office shall provide technical assistance on the preparation and accomplishment of Individual Performance Commitment and Review Form (IPCRF) to all School-Based Administrative Officer IV, and Administrative Officers II of Elementary Schools, Senior High Schools and Junior High Schools. This primarily aims to continually advance the organization, aligning it with its vision, goals, and commitment to delivering excellence to its clients and stakeholders. Furthermore, it also seeks to acknowledge the significance of adhering to professional standards and promoting the continuous professional development of school-based non-teaching positions.
2. In this connection, all concerned are advised to report to the Division Training Center, DepEd Quezon, Brgy. Talipan, Pagbilao, Quezon for the conduct of the said activity following the schedule below. Day 0 is allocated for travel time of participants coming from far or remote stations.

Date and Time	Districts
August 15, 2023 (Tuesday) 8:00 AM – 12:00 NN)	2nd Congressional District
August 15, 2023 (Tuesday) 1:00 PM – 5:00 PM)	1st Congressional District

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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



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August 16, 2023 (Wednesday) 8:00 AM – 12:00 NN)	3rd Congressional District
August 16, 2023 (Wednesday) 1:00 PM – 5:00 PM)	4th Congressional District & Administrative Officer IV

3. The objectives of this activity are as follows:
 - Preparation and Clarification on the content Individual Performance Commitment and Review Form (IPCRF)
 - Reiteration of the Key Result Area
4. In the anticipation of a productive and engaging activity, all the participants are encouraged to bring their own food (Lunch/Snacks) and refreshments to sustain themselves throughout the day.
5. To ensure the implementation of health and safety protocols amidst the COVID – 19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of the IATF.
6. Travel Expenses shall be charged to the respective school/office MOOE of the participants subject to the usual accounting and auditing rules. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
7. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perajmo07/26/2023

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ENCLOSURE TO DM No. 545, s. 2023

MORNING SESSION					
DISCUSSION AND REITERATION ON THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) CUM TECHNICAL ASSISTANCE OF SCHOOL BASED ADMINISTRATIVE OFFICER IV, SENIOR HIGH SCHOOL, JUNIOR HIGH SCHOOL AND ELEMENTARY ADMINISTRATIVE OFFICER II					
Time	Duration	Session	Purpose	Key Methodology	Materials Needed
8:00 AM – 8:30 AM	30 MINS		ARRIVAL AND REGISTRATION		
8:30 AM – 9:00 AM	30 mins	Preliminaries	<ul style="list-style-type: none"> National Anthem, Opening Prayer, Energizer 		Laptop, Wide Screen, Projector / LCD
9:00 AM – 9:15 AM	15 mins	Checking of Attendance	<ul style="list-style-type: none"> Checking of Attendance (Wennie O. Gaela – AO IV) 	Presentation	
9:15 AM – 10:45 AM	1 hr & 30 mins	Opening Remarks	<ul style="list-style-type: none"> Opening Remarks (Maria Dolores D. Atienza- AO V) 		
10:45 AM – 11:45 AM	1 hr	Discussion	<ul style="list-style-type: none"> Meeting Proper (Gregorio T. Mueco – ASDS) 		
11:45 AM – 12:00 NN	1 hr	Discussion	<ul style="list-style-type: none"> OPEN FORUM (TWG) 		
	15 mins	Closing	<ul style="list-style-type: none"> Closing Remarks 		

ENCLOSURE TO DM No. 545, s. 2023

DISCUSSION AND REITERATION ON THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) CUM TECHNICAL ASSISTANCE OF SCHOOL BASED ADMINISTRATIVE OFFICER IV, SENIOR HIGH SCHOOL, JUNIOR HIGH SCHOOL AND ELEMENTARY ADMINISTRATIVE OFFICER II					
AFTERNOON SESSION					
Time	Duration	Session	Purpose	Key Methodology	Materials Needed
1:00 PM – 1:30 PM	30 MINS		ARRIVAL AND REGISTRATION		
1:30 PM – 2:00 PM	30 mins	Preliminaries	<ul style="list-style-type: none"> National Anthem, Opening Prayer, Energizer 		Laptop, Wide Screen, Projector /LCD
2:00 PM – 2:15 PM	15 mins	Checking of Attendance	<ul style="list-style-type: none"> Checking of Attendance (Wennie O. Gaela – AO IV) 	Presentation	
2:15 PM – 3:45 PM	1 hr & 30 mins	Opening Remarks	<ul style="list-style-type: none"> Opening Remarks (Maria Dolores D. Atienza- AO V) 		
3:45 PM – 4:45 PM	1 hr	Discussion	<ul style="list-style-type: none"> Meeting Proper (Gregorio T. Mueco – ASDS) 		
4:45 PM – 5:00 PM	15 mins	Closing	<ul style="list-style-type: none"> OPEN FORUM (TWG) 		
			<ul style="list-style-type: none"> Closing Remarks 		