



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

08 November 2021

DIVISION MEMORANDUM
DM No. 843, s. 2021

**CONDUCT OF YEAR-END PROGRAM AND PERFORMANCE IMPLEMENTATION REVIEW OF
THE ACCOUNTING SECTION**

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
All Others Concerned

1. Pursuant to DepEd Order No. 02, s.2015 re: Guidelines on the Establishments and Implementation on the Result-Based Performance Management System (RPMS), the Accounting Section hereby announces the conduct of Year-End Performance Review on **November 11-12, 2021 at Villa Escudero Tiaong, Quezon.**
2. This activity aims to:
 - a. Review the Individual Performance Commitment Review Form (IPCRF) aligned with the KRAs of the Accounting personnel.
 - b. Recalibrate the IPCRF to improve delivery of service and to adopt to the new normal situations.
 - c. Come up with performance rating for January to December 2021.
3. This is a live-in workshop. Food expenses and accommodation shall be charged against the HRTD Fund while travel and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and procedures.
4. To ensure the safety of everyone, health protocols shall be strictly enforced in accordance to IATF guidelines during the activity. All participants should accomplish the online health

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ICT UNIT

UPLOADED

Date/Time: 11/8/21

By: Pamela

Ref. no. DM 843-21



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declaration form through this link <https://tinyurl.com/21HealthDeclaration-Trainings> or bring health clearance. It is also required to wear protective gears.

5. A Health Officer shall strictly monitor the minimum public health standards and provide medical assistance as necessary. Participants who are over sixty-five years of age, and those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall not be required to participate in this activity.

6. For immediate dissemination and strict compliance of all concerned.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Accfft11/8/2021

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