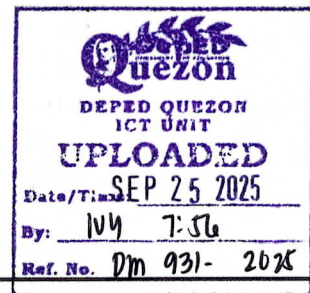




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



23 September 2025

**DIVISION MEMORANDUM**  
**DM 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. Pursuant to **DepEd Order No. 2, s. 2015 - Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education**, and in consideration of the **results of the Quality Management Review (QMR) held on September 22, 2025**, it has been resolved that the checking, review, and validation of the Individual Performance Commitment and Review Form (IPCRF) of non-teaching personnel shall henceforth be **reverted to the Administrative Services Office**.
2. This measure is instituted to ensure full alignment with established human resource management processes, as well as to strengthen accountability, efficiency, and consistency in the performance evaluation of non-teaching personnel.
3. Accordingly, 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**, effective immediately upon the publication of this Memorandum.
4. For the information, guidance and strict compliance of all concerned.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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