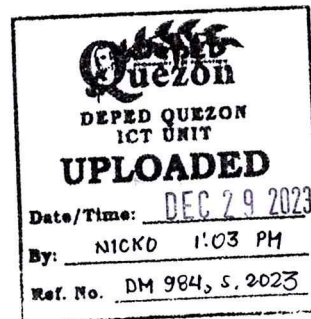




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 December 2023

**DIVISION MEMORANDUM**  
DM No. 984, s. 2023

**WORKSHOP ON THE STANDARDIZATION OF NON -TEACHING PERSONNEL IPCRF**

**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 shall conduct technical assistance on the harmonization of IPCRF for non-teaching personnel of DepEd Quezon.
2. It seeks to create a more structured and results-oriented approach to managing the performance of its employees, with the ultimate goal of improving the quality of education and services provided by the Department of Education.
3. The activity will be held on January 25-26, 2024, at Nawawalang Paraiso Resort, Tayabas City.
4. Participants in the said activity are selected non-teaching personnel and are advised to bring copies of their respective Position Description Forms and laptops, which shall be utilized during the activity.

DEPEDQUEZON-TM-SDS-04-010-005



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(042) 784-0391, (042) 784-0321



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5. Participants are advised to confirm their attendance through <https://forms.office.com/r/my2Wn55wAL?origin=lprLink> on or before **January 9, 2023**. Link can also be scanned using the QR code below.



6. Please coordinate directly with the TWG-Facilitators before the said date in case of non-attendance due to very important matters, with a recommendation for possible replacement (only those with the same plantilla position).
7. Meals for the participants and travel expenses for facilitators shall be charged against Division MOOE. Travel expenses for participants shall be charged against local funds/School MOOE, subject to the usual accounting and auditing rules and regulations.
8. The conduct of this activity requires adherence to safety and health protocols.
9. Please see the attached enclosures for your reference:  
*Enclosure 1: List of Participants and Facilitators*  
*Enclosure 2: Program of Activities*
10. Strict compliance to this Memorandum is highly desired.

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

sgodlap/12/27/2023

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 DepEdTayoQuezon

 [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

 [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



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Enclosure to DM No. \_\_\_\_\_ s. 2023

**LIST OF PARTICIPANTS**

Level	Position	Name of Participants
Division	Administrative Assistant III	Mary Rose Gordula Hazel Salibio Chaenkee Delos Reyes
	Administrative Assistant II	Apollo Salanguit Ma. Gloria Cantos
	Administrative Aide VI	Alegria Medenilla Vincent Habito Richelle Villamor
	Nurse II	Ma. Teresita Abella Genesis Olarte Soren Joshua Pabella
	Dentist II	Ma. Rosario Camilon Reynaldo Abuso Estrelita Estrella
Elementary	ADAS III (Central School)	Paulyn A. Ricablanca Aira Glorioso
	ADAS II (Central School)	Valerie Oblea Michelle Regencia
	AO II	Ma. Adela Mendoza Norvic Villania Sarah Lynn Oczon
	ADA I	Merlita Zenita Edwin Formalejo
Junior High School	ACCOUNTANT I (IUs)	Arnel Dellosa
	ADAS III/SR BKPR (IU)	Glazel A. Capa Arianne E. Cejane Myla DL Resurecion Rodolfo Allan C. Conejo
	CASHIER I (IUs)	Rachel A. Abela Ma. Ellen Rivas Laurence Samson
	ADAS II/DO II (IU)	Michelle Coronel Jennifer Ann Palma Maria Antoinette de los Reyes
	ADAS II (IU_Finance Support Staff)	Aileen Abrigar Chona Fontamillas Marrene Torres
	ADAS III (NON IUs)	Lorie Beltran

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		Monica Magtibay
	ADAS II (NON IUs)	Shaira Lou R. De Villa Camille Jean V. Villapando
	AO IV	Jelanie Q. Oriña Reivall B. Valiente Lynnette P. Macaraan
	Librarian II	Janice Cayabyab Marites Lazona Lyka C. Santiago
Senior High School	ADAS II	Carina Rosales Jose Luis Dava
	AO II	Herbert Pureza Mercy Defante Joji Robedillo
	Registrar I	Eunice Marquez Lyka Del Moro Darius Sarmiento
Section Heads/ Facilitators	Division Personnel	<b>Team Leader:</b> Marbin Jeramil Fragata <b>Members:</b> Catherine Pureza Edmundo Marin Jr Shiela Javen Marie Antoinette Tesalona Maikee Patiño Maria Dolores Atienza Ronnjemmele Rivera Wennie Gaela George Aguila <b>Secretariats:</b> Leah Perez Sherelyn Pardilla Rodelio Esmerna Jr.

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**Program of Activities**

Time	Day 1	Time	Day 2
8:00- 8:15	National Anthem/ Prayer/ CALABARZON HYMN/ LALAWIGAN NG QUEZON/ <b>Inspirational Message</b>	8:00 – 12:00	<b>Continuation of Presentation of Outputs</b>
8:15- 8:45	<b>DR. ROMMEL C. BAUTISTA,</b> <b>CESO V</b> Schools Division Superintendent  <b>HERBERT D. PEREZ</b> Assistant Schools Division Superintendent		
8:45 – 9:15	<b>Statement of Purpose and Orientation</b>		
9:15 – 12:00	<b>Workshop Proper</b>		
12:00 – 1:00	<b>Lunch Break</b>		<b>Lunch Break</b>
1:00 – 3:00	<b>Continuation of Workshop</b>	1:00 – 4:00	<b>Continuation of Presentation of Outputs</b>
3:00 – 5:00	<b>Presentation of Outputs</b>	4:00 – 5:00	<b>Closing Program</b>

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