



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

UNNUMBERED MEMORANDUM

TO: OIC – Assistant Schools Division Superintendents
Division Chiefs/ Section Heads
All Others Concerned

FROM: **ELIAS A. ALICAYA JR., Ed. D.**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: **Submission of Office and Individual Performance Commitment Forms**

DATE : **January 7, 2021**

As an output of the 2020 Year-End Performance Management Review, all Division Personnel are advised to submit, consolidate and finalize their rated Individual and Office Performance Commitment and Review Form (IPCRF/OPCRF) on or before January 15, 2021. Consolidated IPCRF/OPCRFs are expected to be at the Office of the Assistant Schools Division Superintendent on January 20, 2021 for validation and signature.

There will also be a submission of Development Plans (Part IV of IPCRF/OPCRF) thru <https://tinyurl.com/QuezonDP>. Please see attached template. DP shall be consolidated by section/division using the file name: **IDP2020_DIVISION_SECTION**.

Meanwhile IPCRF/OPCRF 2021 (Planning) are expected to be consolidated thru their corresponding Division/Section Heads for scanning and submission thru the link provided in a separate Memorandum.

For the information, guidance and compliance of all concerned.

parmjdf07/07/2021

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