



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**

CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: DEC 13 2022

**Office of the Schools Division Superintendent**

**13 December 2022**

DIVISION MEMORANDUM

No. 471 s. 2022

**2022 YEAR-END INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM  
EVALUATION (IPCRF) AND CRAFTING OF 2023 IPCRF  
OF THE DIVISION OFFICE PERSONNEL**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor – SGOD  
Chief Education Supervisor – CID  
OSDS Functional Unit Heads  
CID personnel  
SGOD personnel  
OSDS personnel

1. Pursuant to DO No. 2, s.2015, the Year-End Evaluation (Phase III & IV) and Performance Planning (Phase I) of Non school-based personnel shall be conducted in December. Relative to this, all concerned Division Office personnel are hereby informed of the schedule of activities relative to this:

DATE	ACTIVITY	PERSONS INVOLVED
December 26-27, 2022 8:00 AM – 5:00 PM	Year-End Evaluation of 2022 Individual Performance Commitment Review Form (IPCRF)	Rater (Division Chiefs/ Unit Heads) Ratee (division/unit personnel)
December 28-29, 2022 8:00 AM to 5:00 PM	Crafting and presentation of the 2023 Individual Performance Commitment Review Form (IPCRF)	Rater Ratee

2. The year-end evaluation process as well as the crafting of the new IPCRF shall be guided by the provisions in the abovementioned Order.

3. In the crafting of the 2023 IPCRF, all Key Result Areas (KRAs), objectives and Key Performance Indicators (KPIs) shall be based on the compendium of office functions and respective job descriptions for the Department and its plantilla items.

4. The 2023 IPCRF shall be signed by both the ratee and the rater as part of the agreement.

5. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.




**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048  
**Email:** cagayandeoro.city@deped.gov.ph

6. Immediate dissemination and compliance to this memorandum is required.

**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**LOREBINA C. CARRASCO**  
OIC, Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

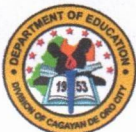
Encl: NONE

Reference: DepEd Order No. 02 s.2015

To be indicated in the Perpetual Index  
under the following subjects:

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)

 CHR/DM-IPCRF  
December 13, 2022



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