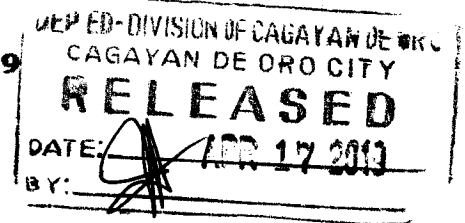




Department of Education
Region X- NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY
Fr. William F. Masterson, SJ Avenue,
KM5, Upper Balulang, Cagayan de Oro City



April 16, 2019




DIVISION MEMORANDUM

No. 302 s. 2019

SUBMISSION OF SUMMARY REPORT OF 2018-2019 IPCRF PERFORMANCE RATINGS OF SCHOOL-BASED PERSONNEL

1. All Public Elementary and Secondary School Heads are hereby directed to submit the summary report of the IPCRF Performance Ratings of all school-based personnel for SY 2018-2019 to the Division office ATTN: Eleanor Consejo H. Rollan, M&E Specialist. Information from this report shall be used for monitoring the personnel's performance level.
2. The attached template shall be followed as to the format of the report. Each set shall be originally signed and to be submitted in triplicate copies. An endorsement shall cover the said report and folders will not be necessary. Hard copies of the IPCRF are also not required for the aforementioned purpose. Soft copy of the summary report shall be emailed to eleanorconsejo.rollan@deped.gov.ph
3. Deadline for submission shall be on or before **April 30, 2019**.
4. Immediate dissemination and strict compliance of this Memorandum is desired.


JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent



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SUMMARY OF IPCRF PERFORMANCE RATING SCHOOL YEAR 2018-2019

NAME OF EMPLOYEE	POSITION	SALARY GRADE	SALARY STEP	IPCRF RATING	ADJECTIVAL RATING
<i>Note: arrange according to rank then alphabetically</i>					
		(Effective as of Dec 31, 2018)			
		GENERAL AVERAGE			

This is to certify that the performance ratings reflected in this report have been reviewed and validated.

School Head _____ (Other Raters when applicable and/or members of the School PMT as stipulated in DO 2, s2015)