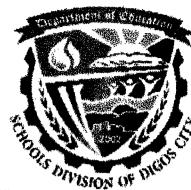




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




DIVISION MEMORANDUM
No. 156, s. 2017

October 9, 2017

Submission of School Heads' IPCRF for CY 2017

- To: Public Schools District Supervisors
Elementary and Secondary School Heads
1. School Heads, elementary and secondary levels, are hereby reminded of the submission of the copy of their Individual Performance Commitment and Review Form (IPCRF) with targets for CY 2017.
 2. The soft copy of the non-negotiable targets for IPCRF 2017 is emailed already to some school heads and to all PSDSs-In-Charge. Together with it are copies of the following: a) Coaching/Mentoring Form, b) Instructional Supervisory Plan Template, c) STAR Observation Chart, d) Template for Monthly Accomplishment Report, and e) Factsheets/Guide for the conduct of Clinical Supervision. Each is therefore advised to secure copies of the said documents from them.
 3. Deadline of submission of IPCRF, in two (2) sets, containing targets for CY 2017 is October 13, 2017. Moreover, all are reminded that other targets seen necessary by any school head can be added to non-negotiable targets in the IPCRF, and adjustment on points per KRA/objective shall be agreed by both the ratee and the rater.
 4. Evaluation of performance in December 2017 shall be based on targets reflected in the IPCRF signed by both the ratee and the rater this October 2017.
 5. For any concern or clarification as regards IPCRF preparation and submission, feel free to see Dr. Beverly S. Daugdaug, the school heads' rater.
 6. For reminder and compliance.


WINNIE E. BATOON, EdD *sp*
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office, Digos City

RELEASED
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Date: OCT 09 2017 Time: 10:21 AM

By: 

Encls:

References:

To be indicated in the Perpetual Index under the following subjects:
SUBMISSION OF SCHOOL HEADS' IPCRF FOR CY 2017

BEVERLY S. DAUGDAUG: submission of school heads' ipcrf for cy 2017
October 9, 2017