



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 042, s. 2021

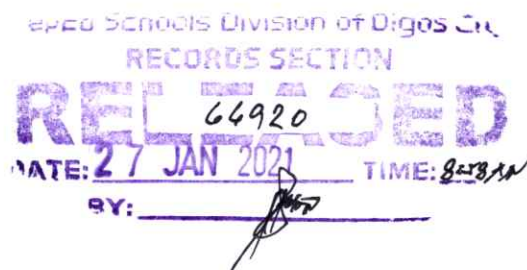
26 January 2021

**TARGET SETTING OF THE 2021 INDIVIDUAL PERFORMANCE AND
COMMITMENT REVIEW (IPCR) AND
FINALIZATION OF THE 2020 IPCR ACCOMPLISHMENT**

To: **ADMINISTRATIVE SERVICES PERSONNEL**

1. Pursuant to the approved Training Design on the 2021 IPCR target setting and 2020 IPCR accomplishment, all Administrative Services personnel are hereby directed to attend the said target setting on **January 28, 2021**, at 8:00 am – 5:00 pm for **Batch 1** and **January 29, 2021**, at 8:00 am – 5:00 pm at **Megan's Function Hall**, Digos City.
2. The participants should come on time bringing with them Laptops, soft and hard copies of their 2020 Individual Performance Commitment and Review Form (IPCRF).
3. The Participants are required to follow and practice the minimum health standards like wearing of mask and face shield, sanitizing their hands and maintaining social distancing at all times. There will be 2 nurses on duty for each day of activity.
4. Attached is the list of participants for day 1 and day 2 and Program of Activities for ready reference.
5. Meals and snacks shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
6. For your information, guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent



**TARGET SETTING OF THE 2021 IPCR AND FINALIZATION OF THE 2020 IPCR
MEGAN'S FUNCTION HALL, BATAAN, DIGOS CITY
JANUARY 28-29, 2021**

INDICATIVE PROGRAM OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
7:30-8:00 AM	Registration	Rosario Diamante Sheena Asarak Ethel Tabalba
8:00-8:15 AM	Preliminaries: <ul style="list-style-type: none"> ▪ Pambansang Awit ▪ Opening Prayer ▪ Regional Hymn ▪ Digos City Hymn ▪ Attendance Check ▪ Reminders (House Rules and Regulations) 	PROGRAM COMMITTEE
8:15-8:20 AM	Welcome Address	Basilio P. Mana-ay, Jr. Assistant Schools Division Superintendent
8:20-8:30 AM	Inspirational Message	Cristy C. Epe Schools Division Superintendent
8:30 – 8:40 AM	The Rationale of an IPC/Planning and Target Setting/Activity Instructions	Francis Jude D. Alcomendras Administrative Officer V-Admin.

8:40 AM-10:00 AM	Lecture on DepEd Order 02, s. 2016	Francis Jude D. Alcomendras Administrative Officer V- Admin.
WORKING SNACKS		
10:00 AM-12:00 NOON	WORKSHOP ON THE INDIVIDUAL PERFORMANCE COMMITMENT FOR CY 2021	Francis Jude D. Alcomendras Administrative Officer V- Admin. (Facilitator)
12:00 – 1:00PM LUNCH	LUNCH	
1:00-3:00 PM	WORKSHOP ON THE INDIVIDUAL PERFORMANCE COMMITMENT FOR CY 2021	Francis Jude D. Alcomendras Administrative Officer V- Admin. (Facilitator)
3:00-3:15 PM	SNACKS	
3:15-4:40 PM	PRESENTATION OF OUTPUT	
4:40-4:50 PM	SIGNING OF IPC	
4:50-5:00 PM	CLOSING PRAYER	PROGRAM COMMITTEE

Master of Ceremony

Day 1 – Ms. April A. Alcala

Day 2 – Mr. Ramel M. Ayop

