



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 9, 2024

DIVISION MEMORANDUM
No. 0010, s. 2024

**SUBMISSION OF 2023 INDIVIDUAL PERFORMANCE COMMITMENT RATING
OF DIVISION NON-TEACHING AND TEACHING-RELATED PERSONNEL**

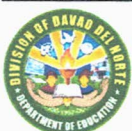
To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief Education Program Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
GAD Focal Persons
All Others Concerned

1. This is to inform all concerned of the deadline for the submission of the 2023 Approved and Validated Individual Performance Commitment Review Form (IPCRF) for the Division Non-Teaching and Teaching-Related Personnel on **January 15, 2024**, with the following attachments to wit;
 - a. Part II Competencies Rating
 - b. Part III Summary of Ratings
 - c. Part IV Developmental Plans
2. Prior to the submission of the IPCR hard copy, non-teaching and teaching-related personnel are required to comply with the Automated Electronic Tool for IPCRF through the following links:

Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Division Section Heads	https://bit.ly/23IPCRDavNorNTP-A or https://forms.gle/8HyZGePMPYeHPzJcA
Admin Aide IV & VI, ADAS II & III, AO I & II, Librarian, Guidance Counsellor, Dental Aide, Nurse, EPS II, PDO I & II, Planning Officer	https://bit.ly/23IPCRDavNorNTP-B or https://forms.gle/thtEHf7hSwxpGzsg8

3. In the same manner, all School Heads of this Division are also directed to accomplish the Automated Electronic Tool for IPCR through the link:

School Heads	http://bit.ly/23IPCRFDavNorSH
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4. All non-teaching and teaching-related personnel are directed to submit their Validated 2023 IPCR to the Records Section with the attachments on or before the said date.
5. It is also advised that all Section Heads in the Division shall have their Performance Planning and Commitment with their staff under their unit/division. Hence, the **2024 Individual Performance Commitment and Review Form** shall be submitted on or before **January 31, 2024**. Please prepare two (2) copies, one for the Records Section and another copy for the Section Heads and/or raters.
6. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations
7. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
School Division Superintendent

For the Schools Division Superintendent:



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

SGOD/jaam

