



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0193

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisor
All Teaching and Non-Teaching Personnel
All School Heads of Elementary, Secondary and Integrated Schools
All Others Concerned

Subject: **SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND
COMMITMENT AND REVIEW FORMS (IPCRF) AND STATEMENT OF
ASSETS, LIABILITIES AND NET WORTH**

Date: October 3, 2025

In line with the Department of Education's steadfast commitment to enhancing operational efficiency through digitalization and effective data management, this memorandum serves as an official directive for all teaching and non-teaching personnel under the jurisdiction of this division to submit their Individual Performance Commitment and Review Forms (IPCRF) and Statement of Assets, Liabilities and Net Worth exclusively in digital format.

This initiative aims to streamline the submission process, ensure accuracy, facilitate faster processing, and uphold environmental sustainability by minimizing the use of physical resources.

In this regard, all concerned personnel are hereby advised to strictly adhere to the following guidelines for the accomplishment and submission of the IPCRFs and SALNs

1. Hardcopy or printed versions of the IPCRFs and SALNs are no longer required for submission. All personnel are directed to accomplish their IPCRFs and SALNs, and submit them in digital softcopy format only, following the prescribed guidelines provided by the Schools Division Office (SDO).
2. School Heads are responsible for ensuring the accurate accomplishment of the IPCRFs by their respective personnel. Moreover, the consolidated digital files submitted to the Division Office must be organized separately by personnel category—that is, principals, master teachers, and teachers should each have their own distinct consolidated files. This separation facilitates efficient processing and proper record management.
3. The consolidated digital files must be submitted via email to the official Division Records Office email address: **depeddavnor.records@deped.gov.ph**, this centralized electronic submission will facilitate systematic archiving and quick retrieval of records as necessary.



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4. To ensure clarity and ease of identification, all submitted digital files must adhere to the prescribed file-naming convention as provided by the SDO. Properly named files will significantly aid in the organization and processing of the data and reduce delays caused by misfiled documents.
5. For inquiries, clarifications, or technical support related to the accomplishment or submission of the IPCRFs, personnel are encouraged to coordinate directly with the Division Records Section. Support may be sought via the official email address mentioned above or through the Division Records messenger account.

It is imperative that all concerned personnel treat this directive with utmost urgency and prioritize the timely submission of their IPCRFs and SALNs to ensure the efficient processing and evaluation of performance commitments.

Your cooperation and commitment to this initiative are highly appreciated.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

