



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0007

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
School Heads, Integrated, Elementary, Secondary Schools
Division Section Heads
All others concerned

Subject: **Submission of 2024 Approved Individual Performance Commitment Review Form (IPCRF) of Division Non-Teaching and Teaching Related Personnel, and Office Performance and Commitment Review Form (OPCRF) for School Heads**

Date: January 6, 2025

1. This is to inform all concerned of the deadline of the submission of the 2024 Approved Individual Performance Commitment Review Form (IPCRF) using the new template for the Division Non-Teaching, Teaching Related Personnel and Office Performance and Commitment Review Form (OPCRF) for School Heads on **January 17, 2025**, 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, and School Heads are required of the completion of the Automated Electronic Tool for IPCRF/OPCRF through the following links:

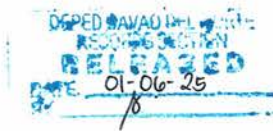
Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisor, Division Section Heads	https://tinyurl.com/2024DavNorNTPA-IPCR
Admin Aide IV & VI, ADAS II & III, AO I & II, Librarian, Guidance Counsellor, Dental Aide, Nurse, EPS II, PDO I & II	https://tinyurl.com/2024DavNorNTPB-IPCR
School Heads	https://tinyurl.com/2024DavNorSH-OPCR

3. Please submit your IPCR with attachments to the Records Section on or before the deadline.



4. Likewise, all non-teaching and teaching related personnel are directed to submit their **2025 IPCRF** to their respective Section Heads and/or raters on or before **January 31, 2025**.
5. 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
6. Immediate dissemination of this memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
School Division Superintendent



SGOD/jaam

