



DIVISION MEMORANDUM

No. 313, s. 2017

MAY 18 2017

**SUBMISSION OF IPCRF OF SCHOOL HEADS AND DISTRICT SUPERVISORS
FOR SY 2017-2018**

To: Assistant Superintendents
Chiefs, Functional Divisions
Division Supervisors/Coordinator
District Supervisors/OIC
School Heads

1. In line with the RPMS Cycle, District Supervisors and School Heads are directed to submit their Individual Performance Commitment and Review Form (IPCRF) for SY 2017-2018 for review by their respective raters on or before May 31, 2017.
2. In the formulation of the IPCRF, school heads/district supervisors shall take cognizance of the Division's OPCRf (Office Performance Commitment and Review Form) in the formulation of school's/ district's MFOs, Key Result Areas, Objectives, Performance Indicators and Targets.
3. The school head/district supervisor has the option to adopt/revise the SY 2016-2017 School Head's/District Supervisor's IPCRF. Should the School Head/District Supervisor opt to revise the IPCRF, a justification to the proposed revision shall be attached.
4. The School Head's IPCRF once approved shall become the OPCRf of the school while the IPCRF of the District Supervisor shall become the OPCRf of the District.
5. Immediate dissemination of and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, ED.D., CESO VI
Schools Division Superintendent