



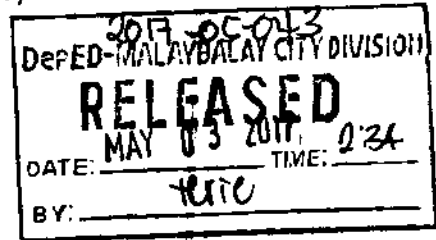
DIVISION MEMORANDUM

No. 229, s. 2017

To: Chief Education Supervisors and Staff CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Section/Unit Heads and Staff
All Others Concerned (excluding Bukidnon NHS)

From: *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent *[Signature]*

Date: May 2, 2017



Re: **SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) NUMERICAL AND ADJECTIVAL RATING 2016 PURSUANT TO E.O. NO. 201, SEC. 4 AND NBC 568, SEC. 7**

Pursuant to Executive Order No. 201, Section 4 and National Budget Circular No. 568 re: preparation of Midyear Bonus 2016 payroll, all School Heads and Division Office Unit Heads are required to submit a list of teaching and non-teaching employees of their respective schools/units with their performance rating (IPCRF Rating) for 2016 using the template below:

(Excel Format)

NO.	LAST NAME	FIRST NAME	MIDDLE NAME	ORIGINAL DATE OF APPOINTMENT	IPCRF RATING (Numerical)	IPCRF RATING (Adjectival)
1.						
2.						

Deadline on the submission of softcopy of this report through email address: personnel.depedmalaybalay@gmail.com will be on or before May 5, 2017, Attention: Guia Ma. G. Gamutin, Administrative Officer IV-Personnel.

For strict compliance.

Copy furnished:
Personnel Section
Records Section

TO BE POSTED ON THE WEBSITE