



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, P 6, Casisang, Malaybalay City
Telefax # 088-314-0094, malaybalay.city@deped.gov.ph

DU-7619-04-127
DEPED MALAYBALAY CITY DIVISION
APR 16 2019 RELEASED
DATE TIME: 4:50
BY: *[Signature]*

DIVISION MEMORANDUM

No. 127, s. 2019

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID, SGOD
Public Elementary and Secondary School Heads
Administrative Assistant III
All Others Concerned**

FROM: For the Schools Division Superintendent:

[Signature]
SUNNY RAY F. AMIT W
Assistant Schools Division Superintendent

SUBJECT: Workshop and Submission of the Summary of the Accomplished Individual Performance Commitment Review Form (IPCRF) Rating for SY 2018-2019 (Teaching) and CY 2018 (Non-teaching) using the IPCRF Database

DATE: April 16, 2019

1. This Office hereby directs all School Heads to require their Administrative Assistant III to attend the workshop on IPCRF encoding for IPCRF database on April 23, 2019 8:00 AM at the LRMDs Conference Room, Casisang, Malaybalay City, Bukidnon.
2. This activity aims to:
 - 2.1 Orient the participants on the usage of the IPCRF Database in consolidating the IPCRF data for the preparation of the mid-year bonus payroll.
 - 2.2 Enable the participants to submit the summary of the IPCRF rating for SY-2018-2019 (Teaching) and CY-2018 (Non-Teaching) through the IPCRF Database; and,
 - 2.3 Enable efficient preparation of the mid-year bonus payroll.
3. As such, all participants are advised to bring the following:
 - 3.1 Accomplished OPCRf duly signed by the school head;
 - 3.2 Accomplished IPCRF of all teaching and non-teaching in the schools; and,
 - 3.3 Laptop and extension cord
4. Participants are advised to bring their own provision during the activity.
5. Queries relative to this can be channeled to Ariel De Leon Garcia at 09551938484.

Copy furnished: Records Unit
Personnel Unit
AO File
TO BE POSTED ON OUR WEBSITE