



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4567

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



August 6, 2014

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DEPARTMENT OF EDUCATION
MALAYBALAY CITY DIVISION
RELEASED
8/8/14
Anabelle
3:33PM

MEMORANDUM

TO : Jutchel L. Nayra
Florabelle Porras
Anabelle Miquiabas
Novem A. Sescon
Julie Ann Blase
Sihyl L. Maputi
Paul John Arias
Emelyn Razo
Jerson Dayoc
John Daguinotas
Nancy Dequito
Rufelia Limbengco
All Division Office Non-teaching Personnel

Alma B. Molina
Mary Larcy Pojas
Sheryl Jane T. Melendez
Rhysa Cyle C. Rosalejos
Dhairyl Jean C. Fajardo
Guia Ma Gamutin
Ninfa V. Hoy
Clementina Madronero
Lorna Lapeciros
Nelly Salga
Archille Conol
Novilyn Palma

[Signature]
FROM : EDIL BERTO L. OPLENARIA
Schools Division Superintendent

RE : WRITE-SHOP ON THE PREPARATION OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM

1. In line with the on-going implementation of the Result-based Performance Management System, you are hereby directed to attend a half-day write-shop for the preparation of the Individual Performance Commitment and Review (IPCR) Form for CY2014 to be conducted at the Casisang Central School E-Room, Malaybalay City.
2. So as not to hinder the normal operation and services, this Office schedules the write-shop by batch on the following dates:

Aug. 14, 2014- 1:00PM	Aug. 15, 2014-1:00PM
Batch 1 :	Batch 2
<i>Administrative Section</i> Jutchel L. Nayra	<i>General Services</i> Jutchel L. Nayra Jerson Dayoc John Daguinotas



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<p><i>Records Section</i> Florabelle Porras</p> <p><i>HR Section</i> Novem A. Sescon</p> <p><i>Property and Supply Section</i> Sibyl L. Maputi</p> <p><i>Budget and Finance Section</i> Rhysa Cyle C. Rosalejos Dhairyl Jean C. Fajardo Guia Ma Gamutin Nimfa V. Hoy Clementina Madronero</p> <p><i>Cashiering Section</i> Rufelia Limbengco</p> <p><i>Planning Section</i> Paul John Arias</p> <p><i>Health and Nutrition Section</i> Nancy Dequito Alma B. Molina</p>	<p><i>Records Section</i> Anabelle Miquiabas</p> <p><i>HR Section</i> Julie Ann Blase</p> <p><i>Librarian</i> Emelyn Razo</p> <p><i>Budget and Finance Section</i> Rhysa Cyle C. Rosalejos Lorna Lapeciros Nelly Salga Archille Conol</p> <p><i>Cashiering Section</i> Novilyn Palma</p> <p><i>Health and Nutrition Section</i> Mary Larcy Pojas Sheryl Jane T. Melendez</p>
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3. Further, you are instructed to bring copy of your job description, laptop, extension wires, and own snacks.
4. For compliance.

Copy furnished:

Records Section
AO File

TO BE POSTED IN THE WEBSITE