



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Sayre Highway, Purok 6, Casisang, Malaybalay City  
Website: <http://depedmalaybalay.net>



October 17, 2016

**MEMORANDUM**

**TO: Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Other Concerned (excluding Bukidnon NHS)  
This Division**

2016-10-210  
DepEd MALAYBALAY CITY  
RELEASED  
Date: OCT 18 2016 TIME: 11:55  
By: *Gambay*

**FROM: *E. Oplenaria*  
EDILBERTO L. OPLENARIA, CESO VI  
Schools Division Superintendent**

**SUBJECT: SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM  
(IPCRF) NUMERICAL AND ADJECTIVAL RATING 2015**

In line with the preparation of the Year End Bonus 2016, all school heads are required to submit a List of teaching and non-teaching employees of their respective schools with their Performance Rating - IPCRF Rating for 2015 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 this report will be on or before October 25, 2016, Attention: Guia Ma G. Gamutin, Administrative Officer IV - Personnel.

For strict compliance.

Copy Furnished:

Personnel Section  
Records Section

**TO BE POSTED ON THE WEBSITE**