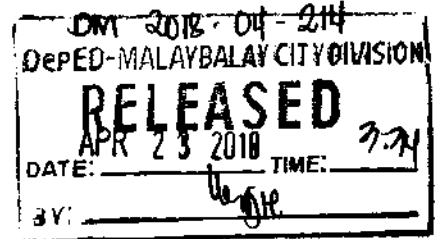




DIVISION MEMORANDUM

No. 244, S. 2018

To: **Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, CID and SGOD
School Heads and Staff (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned (excluding Bukidnon NHS paid)**



From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: April 19, 2018

Re: **Submission of Accomplished Individual Performance Commitment Review Form (IPCRF) Rating and Summary of IPCRF Rating for SY 2017-2018 (Teaching) or CY 2017 (Non-teaching)**

1. Pursuant to Executive Order (EO) No. 201 (Section 4) and National Budget Circular (NBC) No. 572 (Section 6) re: preparation of Midyear Bonus 2018 payroll, this Office hereby directs all concerned employees to submit an **authenticated copy of the accomplished IPCRF Rating and Summary of IPCRF Rating for SY 2017-2018 (teaching) or CY 2017 (non-teaching)** to this Office, Attention: Guia Ma. G. Gamutin, Administrative Officer IV-Personnel Services on or before April 26, 2018 (Thursday).

2. This Office directs the submission of the **Summary of IPCRF Rating** using the template in MS Excel below:

No.	Last Name	First Name	Middle Name	Original Date of Appointment	IPCRF Rating	
					Numerical	Adjectival

Other than the submission of hardcopy, this Office advises the submission of softcopy of the **Summary of IPCRF Rating** thru this email address: personnel.depedmalaybalay@gmail.com for consolidation. The information are important inputs in the 2018 Midyear Bonus payroll preparation. For verification and checking purposes, this Office also advises the submission of an **authenticated accomplished IPCRF Rating** to be attached to the Summary of IPCRF Rating. The submission of these documents conforms to the provisions stated in EO No. 201 and NBC No. 572 that "...a Mid-year Bonus equivalent to one (1) month basic salary as of May 15, shall be granted to those who have rendered at least four (4) months of **Satisfactory** service and are still in the service as of the same date, to be given not earlier than May 15 of every year."

3. For your information, guidance and compliance.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE