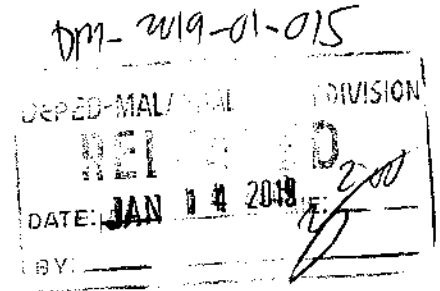




Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

**DIVISION MEMORANDUM**  
NO. 015, S. 2019



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

**FROM:** **REBONFAMIL R. BAGUIO IV**  
Schools Division Superintendent

**DATE:** January 9, 2019

**RE:** **Submission of Accomplished Individual Performance Commitment Review Form (IPCRF) Rating and Summary of IPCRF Rating for SY 2018- 2019 (Teaching) and CY 2018 (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 2018- 2019 (teaching) and CY 2018 (non-teaching)** to this office, Attention: Guia Ma. G. Villahermosa, Administrative Officer IV-Personnel Services on or before **April 15, 2019 (teaching) and March 15, 2019 (non-teaching)**.

2. Use this template in MS Excel:

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

Other than the submission of hardcopy, this Office advises the submission of soft copy of the **Summary of IPCRF Rating** thru this email address: **[ehrismlaybalay@gmail.com](mailto:ehrismlaybalay@gmail.com)** for consolidation. The information are important inputs in the 2019 Midyear Bonus payroll preparation. For verification and checking purposes, this Office also advises the submission of **authenticated accomplished IPCRF Rating** to be attached to



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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. Queries relative to this can be relayed to Guia Ma. G. Villahermosa at 09177067745.

Copy Furnished:  
Records Unit  
Personnel Unit

**TO BE POST ON THE WEBSITE**