



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

Office of the Schools Division
Superintendent

3 NOV 2022

DIVISION MEMORANDUM
No. 911, s. 2022

**SUBMISSION OF INDIVIDUAL PERFORMANCE, COMMITMENT AND REVIEW
FORM- IPCRF (MID-YEAR REVIEW AND FINAL VALIDATION), AND
PERFORMANCE, MONITORING AND COACHING FORM (PMCF) FOR THE S.Y
2019-2020, 2020-2021, 2021-2022.**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public School District Supervisor
School Heads/Public and Private
All Others Concerned

1. This office informs the field that SDO Negros Oriental is on its quest to attain a Level 2 status in PRIME-HRM. One of the documents needed for the validation are the IPCRFs. In this regard, Performance Management System Team under PRIME-HRM, would like to ask assistance from you in consolidating the IPCR Ratings and uploading of the IPCRF's as well as the Performance, Monitoring and Coaching Form (PMCF).
2. This office hereby directed the schools, through the help of the **School Information Technology Officers**, to upload in the Google Drive the Individual Performance, Commitment and Review Form (IPCRF) during the Midyear Review and Final Validation, and Performance, Monitoring and Coaching Form (PMCF) for the School Years 2019-2020, 2020-2021, 2021-2022.
3. Each school is provided one folder under the school district they belong. They must create three (3) subfolders, one for each School Year (2019-2020, 2020-2021, 2021-2022). The IPCRF and PMCF shall be uploaded on each respective folder. The links for the Google Drive are as follows:

- For First Congressional District:
tinyurl.com/ipcrf1stcongdrive



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- For Second Congressional District:
tinyurl.com/ipcrf2ndcongdrive
 - For Third Congressional District:
tinyurl.com/ipcrf3rdcongdrive
4. Schools shall also upload a school consolidation template on their respective folders. The template can be downloaded from: **tinyurl.com/ipcrfschoolconsoform**. Indicate the school name in the Excel file (ex. Consolidation Form_Amdus ES).
 5. **District Information Technology Officers** will be in-charged in consolidating the IPCR ratings and updating the Google Sheet. The links for the Google Sheet are (limited access to DITOs only):
 - For First Congressional District:
tinyurl.com/ipcrf1stcongconsosheet
 - For Second Congressional District:
tinyurl.com/ipcrf2ndcongconsosheet
 - For Third Congressional District:
tinyurl.com/ipcrf3rdcongconsosheet
 6. Deadline for the submission of IPCRF, PMCF and Consolidated IPCR Rating is on or before December 2, 2022.
 7. For queries on the uploading of forms, please contact **Mr. Clint Noblefranca**, Member of the Program Management Team in Charge for the Technicalities and **Dr. Karl T. Aredo**, Focal Person for PMS for IPCR concerns through Facebook Messenger.
 8. Immediate dissemination of and compliance with this memorandum to all concerned is desired.

For the Schools Division Superintendent


RACHEL B. PICARDAL, Ed. D
Schools Governance and Operations Division Chief