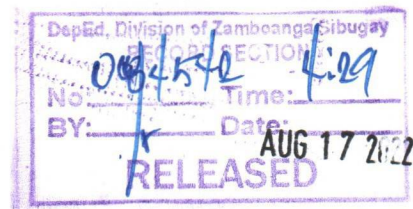




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



August 17, 2022

**DIVISION MEMORANDUM**

No. 509, s. 2022

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW  
FORM (IPCRF) SY 2021-2022 OF SCHOOL-BASED NON-TEACHING  
PERSONNEL**

To: OIC – ASDS  
SGOD and CID Chief ES  
Education Program Supervisors  
Public Schools District Supervisors/District-in-Charge  
Public Elementary and Secondary School Heads  
Secondary School Department Heads  
All Others Concerned  
*This Division*

1. DepEd Order No. 2, s. 2015 states that the Human Resource Development (HRD) section shall provide analytical data on retention, skills/competency gaps, and talent development plans that aligns with strategic plans and shall coordinate development interventions that shall form part of the HR plan.
2. In view of the above, all school-based non-teaching personnel in the elementary and secondary schools are directed to upload their rated and approved Individual Performance Commitment Review Form (IPCRF) in the link: [https://bit.ly/IPCRF\\_SchoolBasedPersonnel\\_SY2021-2022](https://bit.ly/IPCRF_SchoolBasedPersonnel_SY2021-2022).
3. It is noted that the IPCRF shall be uploaded in PDF (duly signed by the rater, ratee, and approving authority) and in excel formats.
4. Deadline of submission will be on August 31, 2022.
5. For immediate compliance and widest dissemination.

  
**DR. JEANELYN A. ALEMAN, CESO VI**  
Schools Division Superintendent

ZS-OM-SGOD-HRD-2022-08-153  
AMG-20220817

Reference: DepEd Order No. 2, s. 2015  
To be included in the perpetual index under the subject: PERFORMANCE



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