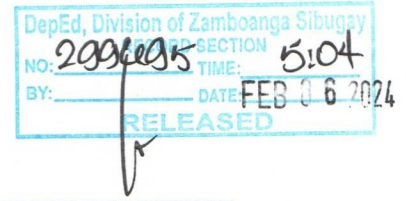




Republic of the Philippines  
**Department of Education**  
 REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



06 Feb 2024

**OFFICE MEMORANDUM**

No. 011, s. 2024

**REITERATION OF DIVISION MEMORANDUM NO. 006, SERIES 2024  
 RE SUBMISSION OF IPCRF/OPCRF OF DIVISION OFFICE PERSONNEL  
 FOR FY 2023**

To: Assistant Schools Division Superintendent  
 All Division Office Personnel  
 This Division

1. With relevance to DepEd Order No. 2, s. 2015 or known as the Implementation of Results-based Performance Management System (RPMS), this division reiterates Division Memorandum No. 006, s. 2024 which emphasizes the submission of IPCRF/OPCRF of Division Office Personnel for FY 2023.
2. As stipulated in DM No. 006, s. 2024, all SDO personnel shall adhere on the adoption of calendar of activities to ensure proper implementation as stated in the policy under Performance Management.
3. Furthermore, although the deadline for the submission of duly signed IPCRF/OPCRF was set for January 19, 2024, not all personnel have completed the submission of their IPCRF/OPCRF as of today. Attached below is the list of personnel who were not able to submit and with incomplete submission.

NO.	NAME	POSITION	FUNCTIONAL DIVISION	SECTION
1	Cesario A. Muyargas	Casual	OSDS	Property & Supply
2	Julius Lavilia	Casual	OSDS	Admin
3	Rex Ventura	AO II	OSDS	Admin
4	Charlene Burlat	Casual	OSDS	Personnel

4. The link for submission of IPCRF/OPCRF, uploading of the IWP and Performance Contract and IPCRF/OPCRF Consolidation will be provided below. All SDO personnel shall ensure responding to these links on or before **07 February 2024**. Submission after the due date shall not anymore be accepted.

IPCRF/OPCRF Uploading: [bit.ly/FY2023\\_IPCRF\\_OPCRf\\_Submission](https://bit.ly/FY2023_IPCRF_OPCRf_Submission)

Uploading of IWP and Performance Contract: [bit.ly/FY2023\\_Submission\\_IWP\\_Contract](https://bit.ly/FY2023_Submission_IWP_Contract)

IPCRF/OPCRF Consolidation: [bit.ly/FY2023\\_IPCRF\\_OPCRf\\_Consolidation](https://bit.ly/FY2023_IPCRF_OPCRf_Consolidation)



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5. This memorandum shall also remind all concerned personnel to accomplish the Performance Coaching and Monitoring Form (PMCF) as part of the performance management cycle.

Uploading of PMCF: <https://forms.office.com/r/UVxFkp7BrC>

6. Strict compliance to this memorandum is advised.
7. For widest and immediate dissemination.

  
**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

Encl.: As stated

References: DM-OUHROD-2023-1307

To be indicated in the perpetual index under the subject:  
IPCRF/OPCRF SUBMISSION

ZS-OM-SGOD-HRD-2024-02-007-0

AMG-20240206



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