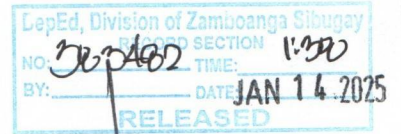




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



14 Jan 2025

OFFICE MEMORANDUM

No. 005, s. 2025

**SUBMISSION AND UPLOADING OF INDIVIDUAL AND OFFICE PERFORMANCE
COMMITMENT REVIEW FORM (IPCRF/OPCRF) OF DIVISION OFFICE
PERSONNEL FOR FY 2024**

TO: Assistant Schools Division Superintendent
SGOD and CID Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/District-in-Charge
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. In alignment with DepEd Order No. 2, s. 2015 on the Implementation of Results-based Performance Management System to institutionalize an enhanced performance management system, this memorandum aims to inform all division office personnel to submit a copy of duly accomplished *Individual/Office Performance Commitment Review Form (IPCRF/OPCRF) with attached Mode of Verification (MOVs)* for FY 2024 to the Personnel Section and *upload PDF File* in the link provided below on or before **January 24, 2025**.
2. All personnel shall also ensure the submission and uploading of duly signed *Individual Work Plan (IWP) with Performance Contract for FY 2025* on the link provided on the same date mentioned above.

Upload here ➡ <https://tinyurl.com/IPCRFFY2024-IWP-PCFY2025>

3. In line with the consolidation of all IPCRF/OPCRF result of rating and Development Needs, all personnel are also directed to respond to the Google Form thru link provided below.

Link: <https://tinyurl.com/IDP-FY2024>

4. The Performance Management Team (PMT) shall ensure proper documentation and storage of all Performance Management data to be managed by Personnel Section.



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5. For immediate dissemination and strict compliance.


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

Encl.: None

References: DepEd Order No. 2, s. 2015

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

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