



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Caraga Administrative Region  
**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**  
Surigao City



August 20, 2019

**DIVISION MEMORANDUM**

No. 233 s. 2019

**DIVISION ROLL-OUT ON ORIENTATION ON INDIVIDUAL PERFORMANCE COMMITMENT  
AND REVIEW FORM (IPCRF) DATA COLLECTION AND CONSOLIDATION**

**TO: Chief, Curriculum Implementation  
Chief, Schools Governance & Operation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
This Division**



1. This Division shall conduct a one-day Division Roll-Out of the Orientation on Individual Performance Commitment and Review Form (IPCRF) Data Collection and Consolidation at the following venues and dates:

CLUSTER	PARTICIPATING DISTRICT	PAX PER CLUSTER	DATE	TRAINING VENUES
1	Districts 1-5	82	August 22, 2019	3 <sup>rd</sup> Floor, SDO Function Hall, Surigao City
2	Districts 6-10	98	August 23, 2019	Library Hub, NAMCES Surigao City

2. The participants to this activity are the Elementary and Secondary School Heads and School's ICT Coordinator coming from all the Districts of the Division.
3. Participants are advised to bring the following:
- Laptops
  - IPCRF Summary Sheets
  - Router/Pocket Wi-Fi
4. Wide and immediate dissemination of this memorandum is desired.
5. For information, guidance and compliance of those concerned.

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**FLORENCE E. ALMADEN, CESE**  
OIC-Schools Division Superintendent

Enclosure: None  
Reference: RM No. 393, s. 2019; DM-PFO-2019-00495

To be indicated in the perpetual index  
Under the following subjects: **LEARNING & DEVELOPMENT**

**IPCRF DATA COLLECTION**