



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

August 14, 2023

DIVISION MEMORANDUM

No. **414**, s. 2023

**SUBMISSION OF SY 2022-2023 APPROVED INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) OF ALL
SCHOOL-BASED NON-TEACHING PERSONNEL**

To: Public Elementary and Secondary School Heads
School-Based Non-Teaching Personnel
All Others Concerned

1. In compliance with DepEd Order No. 2, s. 2015 re: Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education, this Office hereby directs all school-based non-teaching personnel to submit their duly accomplished and approved Individual Performance Commitment and Review Form (IPCRF) for the S.Y. 2022-2023 on or before August 31, 2023.
2. Anent thereto, all concerned school-based non-teaching personnel are requested to upload their accomplished and approved IPCRF for S.Y. 2022-2023 through this Microsoft Form link: **<https://bit.ly/NTPIPCRF2022-2023>**.
3. Administrative Officers II, ADAS II and III, and School ADA (Clerk) are reminded to implement the Frontline Service Tracking System (FSTS) as a basis of performance evaluation per Division Memorandum No. 71, s. 2022 dated February 4, 2022, titled "Implementation of Frontline Service Tracking System." Other school-based non-teaching personnel are also encouraged to implement the FSTS to serve as a monitoring system for the performance of their duties.
4. The IPCRF of school-based non-teaching personnel, subject to the approval of Administrative Officer V, shall be submitted in hard copy on or before the above submission deadline. A Google Drive link or Microsoft Drive link for the scanned MOVs shall also be included in the IPCRF for the validation of the actual results based on the set commitment and performance measures contained in the IPCRF.

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5. Immediate dissemination and strict compliance with this Memorandum are desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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