



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

November 29, 2021

Division Memorandum

No. **1158**, s. 2021

**REVIEW, ASSESSMENT AND DEVELOPMENT PLANNING FOR INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW (IPCR) SY 2021 – 2022
OF SCHOOL-BASED ADMINISTRATIVE SERVICE PERSONNEL**

TO : Assistant Schools Division Superintendents
: Public Schools District Supervisors/OIC PSDS
: Elementary and Secondary School Heads
: Non-Teaching Personnel in the Administrative Service
: All Others Concerned

1. In reference to DM-PHROD-2021-0010 dated January 12, 2021 titled Guidelines on the Implementation of the Result-based Performance Management System (RPM for S Y-2020-2021) this office will to conduct a Mid- Year Performance Review and Evaluation for Non-Teaching Personnel from schools.
2. The main objective of the activity is to refine and validate understanding of what to continue to implement, enhance and develop competencies/skills and to initially review and assess the 2021 IPCRF and to monitor harmonization for the 2022 Organizational Outcomes Target Setting Indicators. The division Administrative Service, in coordination with the Performance Management Team, will conduct performance review consultation and development planning of all administrative support staff in school- based with the following batches.

BATCH	DATE	PARTICIPANT	VENUE
1	December 09-10, 2021	School – Based Permanent Administrative Aide I, III, IV and Security Guard	Reyna's the Haven and Gardens, Calceta St. Tagbilaran City
2	December 13-14, 2021	Administrative Assistant II – JHS 12 –Administrative Officer II – Secondary 12 Registrar I Secondary	Reyna's the Haven and Gardens, Calceta St. Tagbilaran City
3	December 14-15, 2021	Administrative Assistant II - SHS	Reyna's the Haven and Gardens, Calceta St. Tagbilaran City

3. Participants are required to bring a copy of crafted and unrated IPCRF.
4. Provided with the projected timeline of submission, concerned participants are also expected to be guided with.

ACTIVITY	SCHEDULE
Submission of accomplished IPCRF to SDO HRMO for Approval	First Week of August, 2022
Submission of data for consolidation (tinyurl.com/RADP-SDOBOHOL)	Third week of August, 2022

5. This Memorandum serves as your travel order. Relevant expenses such as food and accommodation shall be charged against Division HRTD fund subject to the usual COA rules and regulations. Schedule of participants shall be strictly followed to ensure IATF guidelines will be observed.
6. Please confirm your attendance through <https://tinyurl.com/ATTENDANCE-RADP> or send text message to Mr. Gerry Sagayno at 09666626433 or Mrs. Mera Bersaluna 09070751488.
7. Immediate and wide dissemination of this memorandum is desired.


BIANITO A. DAGATAN EdD, CESO V
 Schools Division Superintendent 

