DIVISION MEMORANDUM
No. 356, s. 2017

October 9, 2017

Submission of School Heads’ IPCRF for CY 2017

To: Public Schools District Supervisors
   Elementary and Secondary School Heads

1. School Heads, elementary and secondary levels, are hereby reminded of the submission of the copy of their Individual Performance Commitment and Review Form (IPCRF) with targets for CY 2017.

2. The soft copy of the non-negotiable targets for IPCRF 2017 is emailed already to some school heads and to all PSDSs-In-Charge. Together with it are copies of the following: a) Coaching/Mentoring Form, b) Instructional Supervisory Plan Template, c) STAR Observation Chart, d) Template for Monthly Accomplishment Report, and e) Factsheets/Guide for the conduct of Clinical Supervision. Each is therefore advised to secure copies of the said documents from them.

3. Deadline of submission of IPCRF, in two (2) sets, containing targets for CY 2017 is October 13, 2017. Moreover, all are reminded that other targets seen necessary by any school head can be added to non-negotiable targets in the IPCRF, and adjustment on points per KRA/objective shall be agreed by both the ratee and the rater.

4. Evaluation of performance in December 2017 shall be based on targets reflected in the IPCRF signed by both the ratee and the rater this October 2017.

5. For any concern or clarification as regards IPCRF preparation and submission, feel free to see Dr. Beverly S. Daugdaug, the school heads’ rater.

6. For reminder and compliance.

WINNIE E. BATOON, EdD
Office in Charge
Office of the Schools Division Superintendent

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Ends:

References:
To be indicated in the Perpetual Index under the following subjects:
SUBMISSION OF SCHOOL HEADS’ IPCRF FOR CY 2017

BEVERLY S. DAUGDAUG: submission of school heads’ ipcrf for cy 2017

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