



July 29, 2019


REGIONAL MEMORANDUM

No. 393 s. 2019

ORIENTATION ON INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) DATA COLLECTION AND CONSOLIDATION CUM PROGRAM IMPLEMENTATION REVIEW (PIR)

**TO: Schools Division Superintendents
This Region**

1. The field is hereby informed of the Orientation on Individual Performance Commitment and Review Form (IPCRF) Data Collection and Consolidation cum Program Implementation Review (PIR) on August 8-9, 2019 to be held in Function Hall 2, NEAP-Caraga, DepEd Caraga Region, Butuan City.
2. The participants to this activity are the SGOD Chiefs, Division HRD Personnel preferably the RPMS-PPST Focal Persons, and Division Information Technology Officers of the 12 Schools Division Offices in Caraga region. Replacement shall not be allowed for this activity.
3. Participants are advised to bring the following:
 - 3.1 Three (3) complete sets of SY 2018-2019 IPCRF (small, multi-grade and big secondary school);
 - 3.2 Updated Work and Financial Plan;
 - 3.2 Status Reports on Learning and Development Activities (Division roll outs of national and region led activities);
 - 3.3 Laptops; and
 - 3.4 Extension wire.
4. This is a live-out activity. Expenses incurred such as meals and accommodation, materials, transportation and per diem of the Resource Speakers and other expenses shall be charged against HRD Funds 2018 (OSEC-13-18-7331). Transportation, accommodation and per diem of participants from the 12 SDOs shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Travel Authority is required for the issuance of Certificate of Appearance.
6. Wide and immediate dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director

HRDD3/vcn
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