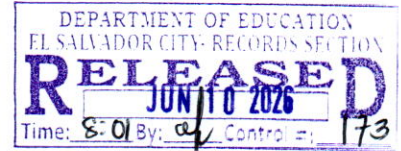




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



June 8, 2026

DIVISION MEMORANDUM  
NO. 173, s. 2026

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW  
FORM (IPCRF) FOR SY 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
All Public and Private Elementary School Heads  
All Public and Private Secondary School Heads  
All Others Concerned




1. In line with the implementation of the Performance Management and Evaluation System (PMES), all school-based personnel are hereby requested to accomplish and submit their **Individual Performance Commitment and Review Form (IPCRF)** on or before **June 30, 2026**.
2. This aims to assess individual accomplishments, identify areas for improvement, and ensure alignment with performance targets set at the beginning of the rating period.
3. In this regard, all concerned personnel are highly encouraged to submit their accomplished IPCRF ahead of the stated deadline, if possible, to facilitate early review and consolidation.
4. School Heads are directed to:
  - Ensure that all personnel under their supervision accomplish their respective IPCRF;
  - Review and validate the submitted forms;
  - Consolidate and submit the accomplished IPCRFs to the Division Office on or before the set deadline; and
  - Prepare a summary of ratings (Please see Annex A for sample format).
5. This office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



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6. Immediate and wide dissemination of this Memorandum is hereby directed.

  
**RANDOLPH B. TORTOLA**   
Schools Division Superintendent  


ATCH.: As stated  
Reference: DM-OSEC-OUHRODI-2026-0001  
To be indicated in the Perpetual Index  
under the following subjects:

Human Resource Development

RE: IPCRF and PMES  
SGOD/cdg



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Annex A.

**SUMMARY OF RATING**

School: \_\_\_\_\_  
Rating Period: \_\_\_\_\_

Name of Teacher	Position	Adjectival Rating	Numerical Rating

Prepared by:

\_\_\_\_\_  
School Head