



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

Office of the Assistant Schools Division Superintendent

February 17, 2022

DIVISION MEMORANDUM

No. 80, s. 2022

CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 26, Series 2022
“Guidance and Timeline for Schools in the Preparation, Accomplishment, and Submission of
IPCRFs of Teachers, Master Teachers, Head Teachers, Non-Teaching Personnel, and the
OPCRFs of the School Heads for School Year 2021-2022”

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
DIVISION UNIT & SECTION HEADS
ALL MEMBERS OF THE DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)
ALL OTHERS CONCERNED

1. Consistent with the DepEd Order No. 02, s. 2015 and with the issuance of DepEd Memorandum No. 04, s. 2022 entitled “Implementation of the RPMS-PPST for School Year 2021-2022”, this Office hereby informs all concerned on the **changes of the schedule of submission of the IPCRFs of the Teachers and Master Teachers for SY. 2021-2022**. The changes are as follows:

Performance Cycle Submission Schedule set by Division Memorandum No. 26, s. 2022	New Schedule of submission pursuant to DepEd Memorandum No.04, S.2022
Performance Cycle Period from September 2021- January 2022 February 28, 2022	Performance Cycle Period from September 2021- February 2022 March 10, 2022
Performance Cycle Period from March 2022- June 2022 July 18, 2022	Performance Cycle Period from March 2022- July 2022 August 11, 2022

2. In conjunction, an additional provision shall be added to the above-mentioned Division Memorandum pertaining to the process/protocol of submission of this appraisal documents. The addendum are as follows:



RELEASED
Date: 2/18/22
Time: 9:32
Signature: M

- A. All IPCRFs and OPCRFS from the school shall be submitted in two forms (electronic copy of scanned duly signed and approved IPCRFs and OPCRFS with endorsement and summary of rating and 1 printed copy of the IPCRFs and OPCRFS for the PBB Secretariat with endorsement and summary of rating)
 - B. The electronic copies shall be forwarded to this email address: angelo.alcaraz@deped.gov.ph for the Division PMT and to planningoffice_taclobandiv@yahoo.com for the PBB Secretariat.
 - C. The Planning and Research Section as the Division Repository of this Performance Appraisals shall accept printed copies of IPCRFs and OPCRFS only if it is already duly signed and approved.
 - D. All Teaching and Non-Teaching Personnel shall be reminded and encouraged to have their own file/copy of the approved appraisal document for future use.
3. Other provisions stipulated in the Division Memorandum No. 026, s. 2022 shall remain enforce and in effect.
 4. Immediate dissemination of and compliance with this Memorandum are desired.

MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

Reference: DepEd Order 02, s. 2015, DepEd Memorandum No. 04, S. 2022, & Division Memorandum No.026, 2022