



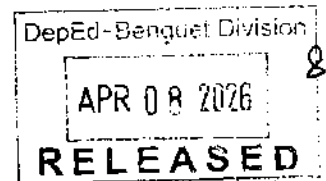
Republic of the Philippines
Department of Education
Schools Division of Benguet

Division Memo: 126 s.2026

April 8, 2026

SUBMISSION OF IPCRF OF NON-TEACHING PERSONEL IN THE SCHOOL FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID, SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 All Public Elementary and Secondary School Heads
 All Others Concerned



1. This Office informs all Non-Teaching Personnel in the school of the submission of the accomplished **Individual Performance Commitment and Review Form (IPCRF)** for School Year 2025–2026.
2. All Non-Teaching Personnel are directed to ensure the completion, review, and proper signing of their respective IPCRF, duly aligned with the prescribed performance indicators and standards. Below is the authorized signatory for your IPCRF 2025-2026:

| Item | Rater | Approving Authority |
|-------------------------------|-------------|--|
| Administrative Officer II | School Head | MAHAL M. RIFANI AO V - Admin |
| Project Development Officer I | School Head | LUCIO B. ALAWAS CES-SGOD |
| ADAS Finance & Senior High | School Head | FLORINDA C. PAGOY Accountant III |


3. School Heads shall:
 - a. Review and validate the completeness and accuracy of the submitted IPCRFs;
 - b. Ensure that all ratings are supported by appropriate Means of Verification (MOVs); and
 - c. Consolidate per school and submit all IPCRFs to District Office.
4. The forms to be submitted must include:
 - Part I - IPCRF (KRA'S, Objectives, etc.)
 - Part II - Competencies
 - Part III - Summary of Ratings (with complete signatures)
 - Part IV - Development Plans





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5. The deadline for submission to the Schools Division Office is **on April 30, 2026** summarized per district. Late submissions shall not be entertained unless with valid justification.
6. All submissions must be properly labeled and organized.
7. For immediate dissemination and strict compliance.


CARMEL F. MERIS
Chief Education Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent



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