



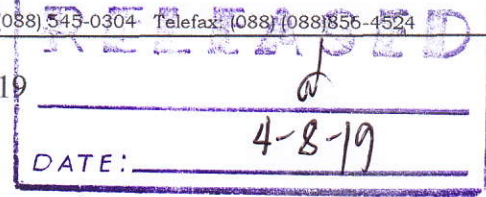
Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao



**DIVISION OF TANGUB CITY**  
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April 8, 2019



**DIVISION MEMORANDUM**  
No. 99, s. 2019

**SUBMISSION OF THE 2018-2019 IPCRF/OPCRF AND PREPARATION FOR  
2018-2019 IPCRF/OPCRF FOR SCHOOL-BASED PERSONNEL**

To: CID/SGOD Chiefs  
Public Elementary and Secondary School Heads  
This Division

1. Pursuant to DepEd Order No. 2, s. 2015, this Office announces the submission of two (2) printed copies of the approved 2018-2019 OPCRf/IPCRf of school heads and teachers and other school-based personnel on or before April 10, 2019 to this Office, attention: Human Resource Development (HRD) officer Mr. Rene Boy G. Roxas.
2. Furthermore, electronic copy of consolidated ratings of all employees per school in MS Excel Format is also required.
3. Electronic Consolidated Template can be downloaded through DepEd Tangub Facebook Page.
4. For guidance, reference and compliance.

for: **JEAN G. VELOSO**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

POLICY      OFFICE      SCHEDULE      MEETING