



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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August 12, 2025

**DIVISION MEMORANDUM**  
SGOD 2025- 112

**SUBMISSION OF ACCOMPLISHED INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM (IPCRF) FOR SY 2024-2025  
AND ONWARDS**

To: Asst. Schools Division Superintendent  
Chiefs, Curriculum Implementation and  
School Governance Operations Divisions  
Education Program Supervisor  
Elementary/Secondary School Heads  
Administrative Officers II (AO II)  
All Others Concerned

1. In line with the completion of the Individual Performance Commitment and Review Form (IPCRF) for School Year 2024-2025, all public school heads are hereby directed to submit a scanned copy of the duly signed IPCRF of each teaching and non-teaching personnel in their respective schools.
2. The scanned copy must:
  - Be clear and readable in PDF format.
  - Contain the signatures of both the ratee and the rater and the approving authority.
  - Include all required pages of the IPCRF form (Part 1-IV).
3. All scanned IPCRFs shall be compiled into a single compressed folder per school and sent via email to ***sgod.tacurong@deped.gov.ph*** with the subject format: ***[School ID]\_[School Name]\_IPCRF\_SY[Year]*** (123456\_Juan ES\_IPCRF\_SY2024-2025)
4. With this, all Administrative Officers (AO II) shall work closely with the school head to gather and file the signed hard copies of the IPCRF, as well as prepare, scan, and email the soft copies stated above.
5. As a matter of policy and strict compliance, submission shall be done starting End of the SY 2024-2025 onwards.



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**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-562-4880; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)



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6. For SY 2024-2025, submission of the scanned IPCRF will be on August 22, 2024. Late submissions will not be accommodated unless justified with valid reasons and approved by the Schools Division Superintendent.
7. Immediate dissemination of this Memorandum to all concerned is desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent



*EPP/SGOD/DM 2025/SUBMISSION OF ACCOMPLISHED INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR SY 2024-2025/ August 12, 2025*



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