



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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DEC 22 2020

MEMORANDUM

TO : ALL CITY OFFICIALS/EMPLOYEES

SUBJECT : IPCR MID-TERM ADJUSTMENTS

DATE : DEC 22 2020

Please see attached Memorandum dated December 16, 2020, signed by the Acting City Administrator / City Personnel Officer, **JANET S. OBISPO**, content of which is self-explanatory.

Immediate and wide dissemination of this Memorandum is desired.



SHERYLL T. GAYOLA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA

Office of the City Administrator

16 December 2020

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RECORDED

DEC 17 2020

3:02

TRN: - -

MEMORANDUM

FOR : All City Officials/Employees
SUBJECT : **IPCR MID-TERM ADJUSTMENTS**

All concerned departments/offices whose performance targets were affected by the COVID-19 pandemic can apply **midterm-adjustments** on their performance targets to give credit to their performance as **frontliners and other related works** (i.e. swabbers, quarantine facility staff, CESU staff/encoders, molecular laboratory technical staff, SAP encoders, etc.).

As such all employees whose performance targets were affected by the pandemic, can make the necessary adjustments in place of the targets submitted for the second semester of 2020.

The concerted effort of the city officials/ employees made an impact in preventing the widespread of the virus and is truly appreciated.

All heads of departments/offices shall be responsible for the dissemination of this memo to all concerned under their jurisdiction.

JANET S. OBISPO
Acting City Administrator/
City Personnel Officer