



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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JAN 08 2021

MEMORANDUM


TO : ALL CONCERNED

**SUBJECT : SUBMISSION OF INDIVIDUAL PERFORMANCE
COMMITMENT REVIEW (IPCR) OF ALL DEPARTMENT
HEADS/ASSISTANTS AND PERMANENT EMPLOYEES**

DATE : January 7, 2021

Please see attached Memorandum dated January 6, 2021, 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

06 January 2021

SCHOOLS DIVISION OFFICE

RECORDS UNIT

RECEIVED

JAN 06 2021

Time: 3:42

MEMORANDUM

FOR : All Concerned

TRV: --

HEIDER M. MASAYUEL
Department

SUBJECT : **Submission of Individual Performance Commitment
Review (IPCR) of All Department Heads/Assistants
and Permanent Employees**


X-----X

This is to remind you of the submission of the **Individual Performance Commitment Review (IPCR)** of all Department Heads/Assistants and permanent employees of the city for the period **July to December 2020**.

Please include in the submission the Office Performance Commitment Review (OPCR) and the individual work target for the period January to June 2021.

Deadline of submission is on 31 January 2021.

Thank you for your cooperation.


JANET S. OBISPO
Acting City Administrator/
City Personnel Officer