



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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**MEMORANDUM**

**TO : ALL CONCERNED**

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

**DATE : January 8, 2020**

DIVISION OF CITY SCHOOLS

MARIKINA


**RELEASE**  
JAN 10 2020

RECORDS UNIT

91-56

Please see attached Memorandum dated January 6, 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**  
Education Program Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
CITY OF MARIKINA

Office of the City Administrator

06 January 2020

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

RECEIVED

JAN 07 2020  
Date: \_\_\_\_\_ Time: 11:28  
By:

MEMORANDUM

FOR : All Concerned

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 2019**.

Please include in the submission the Office Performance Commitment Review (OPCR) and the individual work target for the period January to June 2020.

Deadline of submission is on 31 January 2020.

Thank you for your cooperation.

**JANET S. OBISPO**  
Acting City Administrator/  
City Personnel Officer