



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division  
Superintendent**

August 1, 2022

DIVISION MEMORANDUM  
No. 421, s. 2022

**SUBMISSION OF DIGITIZED COPY OF INDIVIDUAL PERFORMANCE COMMITMENT  
REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE COMMITMENT AND REVIEW  
FORM (OPCRF)**

To: Public Schools District Supervisor / District In-charge  
School Heads / School In-charge  
District ICT Coordinators  
School ICT Coordinators  
All others concerned  
This division

This office hereby requests all school personnel to submit a digitized/scanned copy of their signed Individual Performance Commitment Review Form (IPCRF), and Office Performance Commitment and Review Form (OPCRF) for school head for the past 3 rating period (2018-2019, 2019-2020, and 2020-2021). The said digitized documents should be uploaded in the cloud storage to be facilitated by the school ICT coordinators with the guidance of district ICT coordinators. Schools should also upload in their respective cloud folder the summary of its personnel ratings using the template, in MS Excel, provided through [bit.ly/misoripcrfsummary](http://bit.ly/misoripcrfsummary)

All school ICT coordinators shall facilitate in the consolidation of their school personnel submission and those required documents are properly scanned to PDF format before uploading to the district cloud storage. School Heads are requested to monitor 100% submission, verify, and ensure authenticity of the uploaded documents.

The district ICT coordinators are advised to prepare cloud storage using its district DepEd GSuites account, facilitate and monitor uploading of files. Provide technical assistance to all school ICT coordinators in their respective districts to ensure that required file organization format is followed.

Attached to this memorandum is the “File Organization Format and Sample” for your guidance and reference.

For queries and concerns on the above-mentioned subject, kindly contact Freddiejun T. Delig, IT Officer I through email at [freddiejun.delig@deped.gov.ph](mailto:freddiejun.delig@deped.gov.ph).

For strict compliance.

JONATHAN S. DELA PEÑA, PhD, CESO V  
Schools Division Superintendent

osds, ictu-ftd

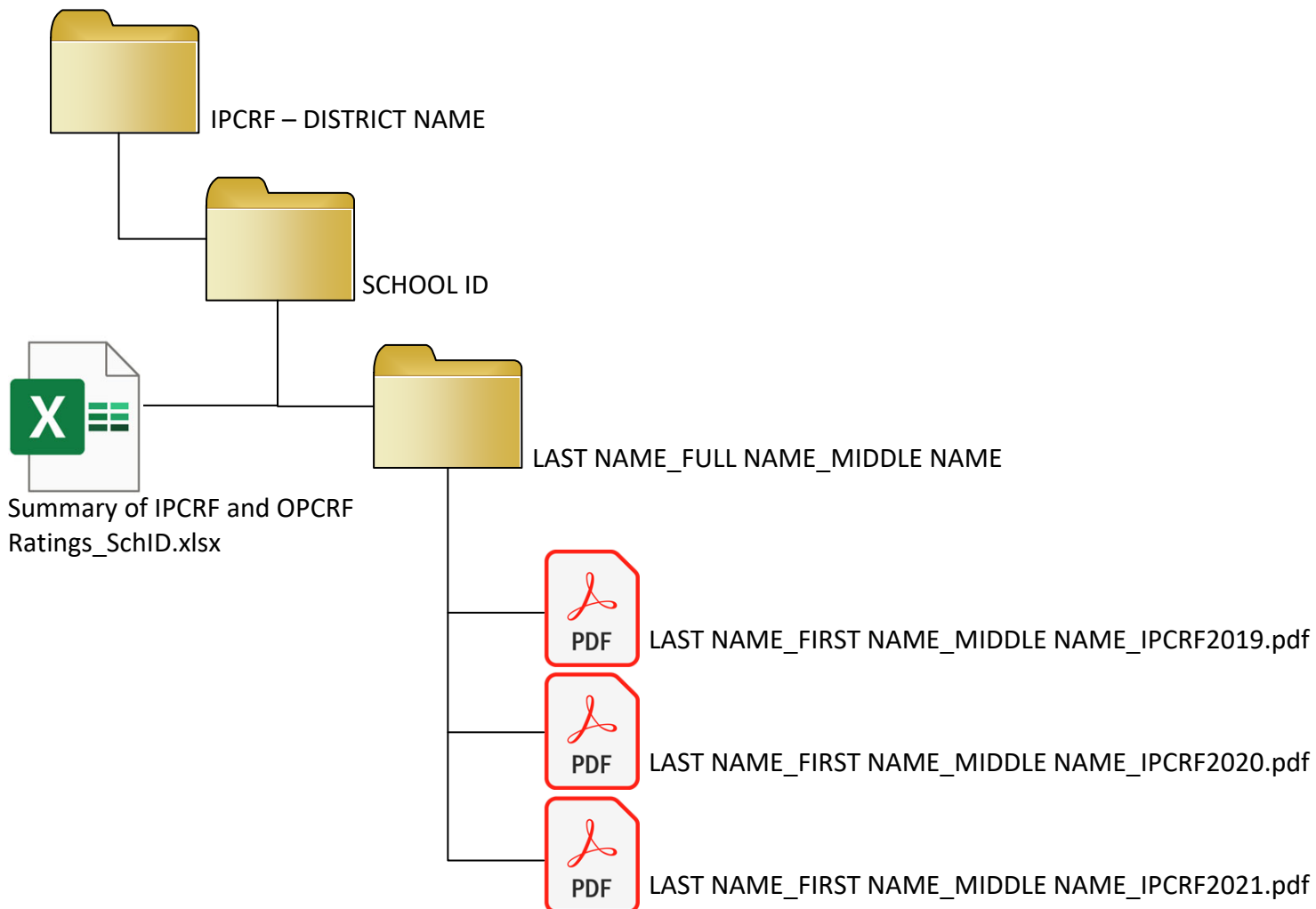


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## FILE ORGANIZATION FORMAT



Using District DepEd Gsuite account (misor.districtname@deped.gov.ph), upload in the Google Drive the digitized IPCRF of each personnel (2019, 2020, 2021) following the file organization illustrated below.



# SAMPLE



Using District DepEd Gsuite account (misor.districtname@deped.gov.ph), upload in the Google Drive the digitized IPCRF of each personnel (2019, 2020, 2021) following the file organization illustrated below.

