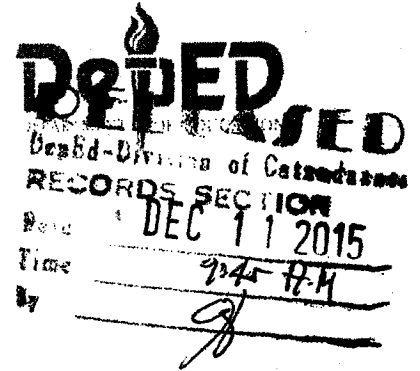




Republic of the Philippines  
Department of Education  
Region V - (Bicol)  
DIVISION OF CATANDUANES



**MEMORANDUM**

To: ALL NON-TEACHING PERSONNEL OF THE DIVISION OFFICE INCLUDING  
THE NON-TEACHING OF ELEMENTARY & SECONDARY SCHOOLS

From: **NYMPHA D. GUEMO** *[Signature]*  
Assistant Schools Division Superintendent  
OIC- Office of the SDS

Subject: Review of the Performance Management System - Individual  
Performance commitment Review Form (IPCRF)

Date : December 10, 2015

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A Review of Performance Management System - IPRCF to all Non-Teaching Personnel in the Division of Catanduanes shall be conducted on December 21, 2015, 1:00pm. Venue will be announced later.

A registration fee of Three Hundred Pesos (P300.00) shall be charged to the participants. For the Schools Division Office, the registration is chargeable against the HRTD Funds while those non-teaching from the Elementary & Secondary Schools, travel expenses & registration fee will be charged against School MOOE, subject to the usual accounting & auditing rules and regulations.

For information and guidance.