



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City

DEPARTMENT OF EDUCATION  
 DIVISION OFFICE ZAMBOANGA DEL NORTE

**RELEASED**

20 JAN 2016

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 NAME / SIGNATURE

**DIVISION MEMORANDUM**

No. 025, s. 2016

To: Public Schools District Supervisors  
 District ALS Coordinators  
 Mobile Teachers

From: **NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Subject: Two-Day Live-out Seminar Workshop on the Review and Assessment of 2015 Performance, and Formulation of 2016 Annual Implementation Work Plans and IPCRF for all ALS Implementers in this Division for Fiscal Year 2016.

Date: January 15, 2016

1. Deped Order No. 2, S. 2015 mandated the establishment and implementation of the Result-Based Performance Management System (RPMS) in the Department of Education. Thus, this office under the Alternative Learning System will conduct Seminar workshop on the review and finalization of the 2015 Annual Implementation Work Plans and Individual Performance Commitment and Review Form (IPCRF) and the formulation of the corresponding 2016 Annual Implementation Work Plans and IPCRF of all ALS Implementers of this Division on February 4 and 5, 2016 with the following purposes stated hereunder:

- a) To review and assess the 2015 Annual Implementation Work Plans and the Individual Performance Commitment and Review Form (IPCRF) of the District ALS Coordinators and Mobile Teachers of this Division;
- b) To scrutinize the pertinent artefacts for attachment to the final 2015 Individual PCRFF of all ALS Implementers in the field;
- c) To guide the ALS Implementers in formulating their 2016 Annual Implementation Work Plans (AIWP) and Individual Performance Commitment and Review Form (IPRCF) in the actual preparation of the same that is in consonance with their official functions as Mandated by the Rationalization Program.

2. Participants are advised to bring their laptops, USBs, and artefacts for attachment to their 2015 IPCRF.

3. It is expected that due respect and usual support in the conduct of this activity shall be extended to all District ALS Coordinators and Mobile Teachers for the success of this seminar.

4. Training, travel and other incidental expenses incurred by the District ALS Coordinators and Mobile Teachers relative to the above-mentioned seminar shall be charged to the Division Local Funds subject to the usual accounting and auditing rules and regulations.

5. Venue for this seminar shall be announced later.

6. Widest and immediate dissemination of this memorandum to all concerned is hereby desired.