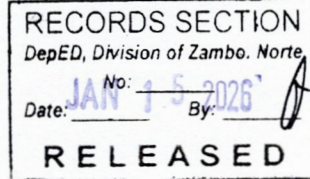




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 14, 2026

DIVISION MEMORANDUM

No. 23, s. 2026

To: Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the District
Elementary School Heads
All Others Concerned

FINALIZATION of the 2025 IPCRF and 2026 PERFORMANCE COMMITMENTS of PSDS, cum FINALIZATION of the INDIVIDUAL AIP and M&E PLAN of EPSs

1. In line with the Results-Based Performance Management System (RPMS) and the Division's thrust to ensure alignment of individual and unit plans with the Division priorities, this Office hereby announces the conduct of an activity relative to the **finalization of the 2025 Individual Performance Commitment and Review Form (IPCRF) of Public Schools District Supervisors (PSDS), cum with the finalization of the 2026 Annual Implementation Plan (AIP) and Monitoring and Evaluation (M&E) Plan of Education Program Supervisors (EPSs).**

2. The activity details are as follows:

Date: January 19–20, 2026

Time: 8:00 AM onwards

Venue: 4th Floor, Schools Division Office (SDO) Building

Participants and Purpose:

- **Public Schools District Supervisors (PSDS)** – Finalization of the 2025 IPCRF
- **Education Program Supervisors (EPSs)** – Finalization of the 2026 AIP and M&E Plan

Activity Modality: Live-out

3. Please be informed that this is a **live-out activity** and **no provision of meals and snacks** shall be provided. **Travel expenses incurred by the participants shall be charged to Division funds**, subject to existing accounting and auditing rules and regulations.

4. Participants are enjoined to come prepared with the necessary documents relevant to their assigned outputs to ensure the timely and effective completion of the activity.

5. Strict compliance with this Memorandum is enjoined.

MAJARANI M. JACINTO EdD, CESO V
Schools Division Superintendent

CIDgtde/ Finalization of the 2025 IPCRF and 2026 Performance Commitment cum Finalization of AIP and M&E Plans/02-2026/01142026



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