



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

13 March 2023

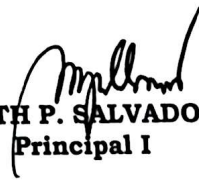
SCHOOL MEMORANDUM

No. 21, s. 2023

MONITORING AND REPORTING OF INDIVIDUAL PERFORMANCE

To: Cluster Heads
Council Heads
Teaching and Non-Teaching Personnel
All Concerned

1. In the desire to organize and maintain the efficiency, speed, and accuracy of individual reports or tasks and to monitor whether the deliverables are done on time, this Office shall issue notices to personnel who fail to pass the deadlines to ensure the effective performance of duties particularly the submission of reports.
2. The notices received will be filed as permanent record and will be included in the IPCRF MOVs of the personnel. Attached herewith is a sample notice (*Enclosure 1*)
3. Cluster Heads with the assistance of Council Heads are expected to submit a summary of task monitoring and prompt reporting record to the office on the 3rd of following month. (*Enclosure 2*)
4. Immediate dissemination of and strict compliance to this memorandum are desired.


NANETH P. SALVADOR, EdD
Principal I

NPS / SM NO. 21, S. 2023
03/13/23



Address: Wellington Place, Phase VI, Pasong Camachile II, General Trias City, Cavite, Philippines 4107
Contact Numbers: (046) 235-0632 / 09190664246 / 09177146495
Email Address: 307823@deped.gov.ph

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Enclosure 1

TASK MONITORING AND PROMPT REPORTING NOTICE
 No. _____

Department: _____	Classification: _____ Late Submission/Compliance _____ Non-Submission/Compliance
Attention:	Date Issued:
Report/Document:	Deadline:
Reference:	Action Taken:
NANETH P. SALVADOR, EdD Principal I	

Note: This notice must be kept in file and submitted as MOV in the IPCRF.

NOTICE FOR LATE SUBMISSION OF REPORTS AND LATE COMPLIANCE TO THE TASKS- Issued to teaching and non-teaching personnel who submitted report/s or complied to the given task/s 1-3 days after the deadline.

NOTICE FOR NON-SUBMISSION OF REPORTS AND NON-COMPLIANCE TO THE TASKS- Issued to teaching and non-teaching personnel who **FAILED** to submit report/s or **FAILED** to comply to the given task/s- beyond 5 days after the deadline (despite the issuance of notice)



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Enclosure 2

TASK MONITORING AND PROMPT REPORTING RECORD
Month of _____

NAME OF PERSONNEL	Number of notice/s received	Description of notice	Inclusive Dates	Remarks

Prepared and Submitted by:

NAME AND SIGNATURE
Department Head- Cluster ____



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