



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

April 4, 2025

**SCHOOL MEMORANDUM**  
**No. 053, s. 2025**

**SCHEDULE AND GUIDELINES FOR THE SCHOOL-BASED REVIEW OF THE  
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)**

To: Teaching and Non-Teaching Personnel  
Master Teacher  
All Other Concerned

1. In accordance with **DepEd Memorandum No. 17 s. 2025** titled, "**Interim Guidelines for the DepEd Performance Management and Evaluation System for Teachers in the S.Y. 2024-2025**", this office hereby informs all concerned personnel of the schedule and guidelines for the school-based checking of the Individual Performance Commitment and Review Form (IPCRF).
2. The IPCRF review shall be conducted from April 7, 2025, to April 14, 2025.
3. All concerned personnel shall bring their IPCRFs, ensuring that all sections are fully completed and that the necessary supporting documents (e.g., lesson plans, assessment tools, and other MOVs) are attached for validation.
4. The Rater shall review the IPCRFs based on performance indicators, professional development, and other relevant accomplishments for the school year.
5. Individual consultations may be scheduled for personnel requiring further clarification or discussion regarding their submitted IPCRF.
6. For the information of and guidance of all concerned, immediate dissemination of this memorandum is desired.

  
**NANETH P. SALVADOR, EdD**  
Principal

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