



DepED
DEPARTMENT OF EDUCATION



Region VI – Western Visayas
DIVISION OF SAGAY CITY
Quezon St., Poblacion 1, Sagay City, Negros Occidental
Tel. No. (034) 488 – 0215/0216

DIVISION MEMORANDUM
No. 267, s. 2019

To: Assistant Schools Division Superintendent
Division Chief of CID & all Education Program Supervisors
Division Chief of SGOD, EPS & Unit Heads
OSDS Unit Heads
All Public Schools District Supervisors
All School Heads of Public Elementary, Junior & Senior High Schools
All Concerned Division Personnel

From: *M. Sabbaluca*
MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent *M. Sabbaluca*

Subject: **DIVISION ORIENTATION ON TEACHERS' IPCRF DATA COLLECTION**

1. The Department of Education Division of Sagay City, through the Human Resource Training & Development (HRTD) and ICT Unit, will conduct a one-day Division Orientation on Teachers' IPCRF Data Collection and Consolidation on August 2, 2019, 8:00 AM to 5:00 PM at Division Lobby, Sagay City.
2. This activity aims to:
 - a. orient the School Heads of the rationale, process and tools for IPCRF data collection and consolidation;
 - b. prepare School Heads action plan for school orientation on IPCRF collection and consolidation.
3. Participants to this activity are the school heads (**NO PROXY ALLOWED**).
4. Participants are requested to bring the following:
 - a. laptop with atleast MS Office 2010 and extension cord.
 - b. copy of the teachers' IPCRF for SY 2018-2019.
5. Since this is a live-out activity, food provision shall be borne by the participants. Likewise, participants are required to stay until the end of the orientation-workshop.
6. Traveling and other incidental expenses related to this activity shall be charged to the School MOOE subject to the usual accounting and auditing rules.
7. Widest and immediate dissemination of this memorandum is desired.