

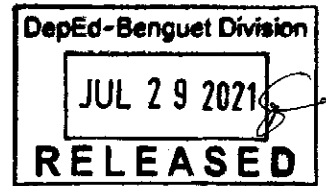


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Benguet

July 28, 2021

**DIVISION MEMORANDUM**

No. 290, s 2021



**TO:** Public Schools District Supervisors and Coordinating Principals,  
Public Elementary and Secondary School Heads,  
All Others Concerned

**SIGNING AUTHORITIES FOR IPCRF**

1. This is to inform all concerned of the signatories for the Individual Performance Committee and Review Form (IPCRF) effective July 2021 to wit:

SCHOOL LEVEL			
	RATEE	RATER	APPROVING AUTHORITY
1.	Principal / School Heads / Head Teacher handling a school / TICs	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)
2.	Department Head Teacher / Master Teacher	Principal	Public Schools District Supervisors (PSDS)
3.	Teachers with Head Teacher / Master Teacher	Head Teacher / Master Teacher	Principal
4.	Teacher I-III without Department Head Teacher / Master Teacher	Principal	Public Schools District Supervisors (PSDS)
5.	Teacher I-III with TIC but under a School Cluster Head	Cluster School Head	Public Schools District Supervisors (PSDS)
6.	Teacher I-III under a Master Teacher - TIC	Master Teacher - TIC	Cluster School Head

7.	ALS Teacher	Department Head Teacher / Master Teacher	Principal
8.	ALS Teacher without Department Head Teacher / Master Teacher	Principal	Public Schools District Supervisors (PSDS)
9.	Nurses	Medical Officer III	CES-SGOD
10.	Guidance Counselor	Principal	CES-SGOD
11.	Admin Asst. II or Admin. Asst III Designated a bookkeeper / Finance – related work	Accountant	Assistant Schools Division Superintendent (ASDS)
12.	Admin. Assistant or Admin Aide of Implementing Units (IUs)	Highest Admin Officer / Department Head Designated by School Head to Monitor / Supervise the Admin Services	School Head
13.	Highest Admin Officer / Department Head Designated by School Head to Monitor / Supervise the Admin Services	School Head	Assistant Schools Division Superintendent (ASDS)
14.	Other Non-teaching staff	Principal / School Head	Administrative Officer V (SDO)

<b>SCHOOLS DIVISION OFFICE</b>			
	<b>RATEE</b>	<b>RATER</b>	<b>APPROVING AUTHORITY</b>
1.	Schools Division Superintendent (SDS)	Assistant Regional Director	Regional Director
2.	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)	Assistant Regional Director
3.	Chief Education Supervisors	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)
4.	Education Program Supervisors	Chief of Division	Assistant Schools Division Superintendent (ASDS)
5.	Public Schools District Supervisors / District Heads	CID Chief	Assistant Schools Division Superintendent (ASDS)

6.	Section / Unit Heads	Chief of Division	Assistant Schools Division Superintendent (ASDS)
7.	Legal Officer, ITO, Accountant III, Admin Officer V, and Budget Officer	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)
8.	Staff	Section / Unit Heads	Chief / Head of Division

2. For guidance and dissemination.

  
**GLORIA B. BUYA-AO**  
 Schools Division Superintendent

OSDS/ASDS/stej/smlc



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