



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

May 12, 2021


**DIVISION MEMORANDUM**

No. 084, s. 2021

**ORIENTATION ON THE ADJUSTMENT OF INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM (IPCRF) FOR NON-TEACHING PERSONNEL**

**To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Secondary, Elementary and Integrated Schools  
All other Concerned**

1. The Schools Division of Capiz through *Administrative Unit* in partnership with *School Governance and Operations Division (SGOD)* will conduct an “*Orientation on the Adjustment of Individual Performance Commitment and Review Form (IPCRF) for Non-Teaching Personnel*” on *May 18 and 19, 2021, 8:30 am – 5:00 pm*, at the DepEd Multi-Purpose Hall, Banica, Roxas City.
2. The activity seeks to achieve the following objectives:
  - a. orient Division Office non-teaching Personnel on adjustment to the prescribe Individual Performance Commitment and Review Form (IPCRF) to be used; and
  - b. provide hands-on activity on how to properly fill up the Individual Performance Commitment and Review Form (IPCRF).
3. Participants to this activity are *Division Office non-teaching Personnel* found in enclosures No: 1 and 2, respectively.
4. Expenses relative to this activity shall be charged to the Division Inset funds subject to the usual accounting and auditing rules and regulations.
5. Proper health and safety protocol of the IATF should be strictly observed.
6. The training is open to all non-teaching personnel regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation.
7. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO JR. EdD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

COMMUNICATIONS

TRAININGS

ORIENTATIONS



Address: Banica, Roxas City  
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Enclosure 1

	Office	POSITION	NAME
1	Admin	OIC-ADMINISTRATIVE OFFICER V	ANOCHE, KENNETH DELA CRUZ
2	Admin	ADMINISTRATIVE OFFICER IV	BARRIENTOS, MA SHARON SATURNINO
3	Admin	ADMINISTRATIVE ASSISTANT III	QUINTANA, RALPH MARTIN VILLAGRACIA
4	Admin	ADMINISTRATIVE ASSISTANT III	AMINOSO, CHERRY VILLARUZ
5	Admin	ADMINISTRATIVE ASSISTANT III	CHU, JEMLOURD PUGNA
6	Admin	ADMINISTRATIVE ASSISTANT III	VITO, IVAN BLANCAFLOR
7	Admin	ADMINISTRATIVE ASSISTANT III	BORREROS, GLORY JANE BARRERA
8	Admin	ADMINISTRATIVE ASSISTANT III	CABANTUG, GLENDA CABANTUG
9	Admin	ADMINISTRATIVE ASSISTANT III	FORRO, JINKEE OBRIGUE
10	Admin	ADMINISTRATIVE ASSISTANT III	ATIENZA, CHARITO DEPENA
11	Admin	ADMINISTRATIVE ASSISTANT III	GALLARDO. AGNES BILLONES
12	Admin	ADMINISTRATIVE ASSISTANT III	ALBAR, HIGINA AMOROSO
13	Admin	ADMINISTRATIVE ASSISTANT I	BENGAN, DINA LORENZO
14	Admin	ADMINISTRATIVE AIDE VI	DESALES, KNARELLE FUNTINILLA
15	Admin	ADMINISTRATIVE AIDE VI	DEGALA, CHRISTINE ABIGAIL TEMPLONUEVO
16	Admin	ADMINISTRATIVE AIDE II	LAURON, JOEL SILVESTRE
17	Admin	CONTRACT OF SERVICE	Dona D. Parales
18	Cash	ADMINISTRATIVE OFFICER IV	DIOCSON, CECIL JOY DERRAMAS
19	Cash	ADMINISTRATIVE ASSISTANT II	LAYNO, MISELYN GUERRA
20	Cash	ADMINISTRATIVE ASSISTANT II	BARTOLO, MAY BALASICO
21	Cash	ADMINISTRATIVE AIDE VI	AGUILOS, FELORDA REBOT
22	Records	ADMINISTRATIVE OFFICER IV	BARREDO, ROSARIO CONTRERAS
23	Records	ADMINISTRATIVE ASSISTANT III	HORTILLAS, GWENDOLYN BERNALES
24	Records	ADMINISTRATIVE ASSISTANT III	BALDISIMO, NANCY ANOCHE
25	Records	ADMINISTRATIVE AIDE VI	FABIAÑA JR, MELVIN YOUNG
26	Records	CONTRACT OF SERVICE	Daryl V. Bayhon
27	Property & Gen Services	ADMINISTRATIVE OFFICER IV	MARTINEZ, RHODELA UBAL
28	Property & Gen Services	ADMINISTRATIVE ASSISTANT II	BIDIONES, J-CARL FRANCIS TANOY
29	Property & Gen Services	ADMINISTRATIVE ASSISTANT II	ATINON, DANESSA MAE PROVIDO
30	Property & Gen Services	ADMINISTRATIVE AIDE IV	EMBUCADO, FRANCIS ANONAT
31	Property & Gen Services	ADMINISTRATIVE AIDE I	DELA TORRE, MICHAEL VINCENT
32	Property & Gen Services	ADMINISTRATIVE AIDE I	BERJAMIN, VICTOR VILLAREIZ
33	Property & Gen Services	ADMINISTRATIVE AIDE I	ORBE, SAMUEL BALBOA
34	Property & Gen Services	ADMINISTRATIVE AIDE I	COMBATE, EMILY LIM
35	Property & Gen Services	CONTRACT OF SERVICE	Jordan Bundalan

## Enclosure 2

	Office	POSITION	NAME
1	Legal office	ATTORNEY III	ITURRALDE, JOSEPH AMOROSO
2	IT office	INFORMATION TECHNOLOGY OFFICER I	LATI, EMMANUEL VILLAR
3	OSDS-proper	ADMINISTRATIVE ASSISTANT III	PENIANO, MARIA LOURDES GASPAR
4	OSDS-proper	ADMINISTRATIVE ASSISTANT III	BARCENA, IAN BILLONES
5	OSDS-proper	ADMINISTRATIVE ASSISTANT III	GONZALES, ARMIDA JAPITANA
6	ASDS	ADMINISTRATIVE AIDE III	BESA, RAFAEL BLAS ALIMONSURIN
7	ASDS	ADMINISTRATIVE ASSISTANT II	TAMAYO, GRECIA JOY
8	Budget	ADMINISTRATIVE OFFICER V	DACLES, NENITO DADOR
9	Budget	ADMINISTRATIVE ASSISTANT III	CALIZO, VIENE DEE DEMINGOY
10	Budget	ADMINISTRATIVE ASSISTANT III	ARTATES, ANDY VAN ALBERT CLAVATON
11	Budget	ADMINISTRATIVE ASSISTANT III	BENTAZAL, ARNEL DORDAS
12	Budget	ADMINISTRATIVE ASSISTANT II	ZAMORA, CAREN GAY DIESTRO
13	Budget	ADMINISTRATIVE ASSISTANT III	ALABA, MARIE JOE ALOJADO
14	Acctng	ACCOUNTANT III	DOCE, BENJIE BURRO
15	Acctng	ADMINISTRATIVE ASSISTANT III	BAYHON, MARYBETH HIGO
16	Acctng	ADMINISTRATIVE ASSISTANT III	DE LA CRUZ, MAY EVAN OMayAO
17	Acctng	ADMINISTRATIVE ASSISTANT III	ALBANA, KRESTLI ZYRA GAMAYAO
18	Acctng	ADMINISTRATIVE ASSISTANT III	ALCAZAREN, JODY CLARITO
19	Acctng	ADMINISTRATIVE ASSISTANT III	FERRER, ZANDRA MARIE BARROA
20	Acctng	ADMINISTRATIVE ASSISTANT III	MANUEL, JOSEPHINE TUAZON
21	Acctng	ADMINISTRATIVE ASSISTANT III	BRILLO, DARWIN DADIVAS
22	Acctng	ADMINISTRATIVE ASSISTANT III	ORTENCIO, MARK LOUIE ORTENCIO
23	Acctng	ADMINISTRATIVE ASSISTANT III	CORE, ANTONIO AMPER
24	Acctng	ADMINISTRATIVE ASSISTANT III	BOLIDO, MELISSA BARRIENTOS
25	Acctng	ADMINISTRATIVE ASSISTANT III	ERIBAL, RETCHIE AGRIS
26	Acctng	ADMINISTRATIVE ASSISTANT III	SANTOS, ROSE MAE APUANG
27	Acctng	ADMINISTRATIVE ASSISTANT III	MIRASOL, RESYL DIAWARA
28	Acctng	ADMINISTRATIVE ASSISTANT III	DEGRACIA, YOLANDA AGAPITO
29	Acctng	ADMINISTRATIVE ASSISTANT III	MURILLO, RANDY ACHAS
30	Acctng	ADMINISTRATIVE ASSISTANT III	GARGOLES, KRISTIE MANAAY
31	Acctng	ADMINISTRATIVE ASSISTANT III	GERAPUSCO, MARJORIE FOJAS
32	Acctng	ADMINISTRATIVE ASSISTANT III	AGASE, MARY JOY ALBASON
33	Acctng	ADMINISTRATIVE ASSISTANT III	AGUIRRE, RACEL JEWEL CONDEZ
34	Acctng	ADMINISTRATIVE ASSISTANT III	LORANIA, RIO MARIE AFABLE
35	Acctng	ADMINISTRATIVE ASSISTANT III	DALMACIO, CHERRY ANNE SAMBO
36	Acctng	ADMINISTRATIVE ASSISTANT II	CORTEZ, MA LIZA DELGADO
37	Acctng	ADMINISTRATIVE AIDE VI	VILLAGRACIA, CERELO ABADESCO