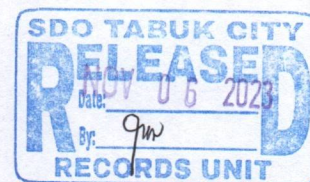




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



November 6, 2023

DIVISION MEMORANDUM

No. 443 s. 2023

To: **ADMINISTRATIVE OFFICER II**
ADMINISTRATIVE ASSISTANT III
ADMINISTRATIVE ASSISTANT II
All others concerned

SUBMISSION OF SUMMARY LIST OF IPCRF/OPCRF RATINGS

1. Relative to Regional Memorandum No. 589 s. 2023, Orientation and Workshop for the Preparation of Reports for the 2022 Performance-Based Bonus, all Administrative Officer II, Administrative Assistant III and Administrative Assistant II are required to submit summary list of IPCRF/OPCRF ratings per school.

2. Please use the template (excel format) below for uniformity:

NAME OF SCHOOL	SCHOOL ID	NAME OF PERSONNEL (e.g., DALISAY, RICARDO AGUAS)	SALARY GRADE	SALARY STEP	Monthly Basic Salary (as of December 31, 2022)	Months in Service in 2022 (August 22, 2022 to July 7, 2023)
AGBANNAWAG NHS	305195	BADONG, CATHERINE MAGAUAY	11	2	25,723.00	10

Prepared by:

LOVELYN L. MUKAY
 Administrative Officer II

Certified Correct:

JUAN A. DELA CRUZ
 Principal II

3. Submit hard copy at the Personnel Office and send soft copy to **tabukcity.hrunit@deped.gov.ph** on or before **November 10, 2023**. Maintain hard copies of IPCRF/OPCRF to your respective schools for ready reference anytime.

4. For immediate compliance.

BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent

