



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 26, 2021

**OFFICE MEMORANDUM**  
No. **000634**s. 2021

**PERFORMANCE REVIEW/ASSESSMENT OF POLICY, PLANNING, AND  
RESEARCH DIVISION (PPRD) PERSONNEL**

To: Chief of PPRD  
All Others Concerned

1. The Policy, Planning, and Research Division (PPRD) shall conduct a Performance Review/Assessment of its Personnel on December 6, 2021 at the PPRD Conference Room, Department of Education VIII, Government Center, Candahug, Palo, Leyte.
2. This activity aims to:
  - a) review and evaluate the 2021 Individual Performance Commitment and Review Forms (IPCRFs) and Office Performance Commitment Review Form (OPCRF) in terms of accomplishments of targets and issues encountered per Key Result Area (KRA);
  - b) clarify issues and concerns relative to procedures on IPCRF and OPCRf; and
  - c) other important matters.
3. The expected participants to this activity are the PPRD Personnel (Chief Education Supervisor, Education Program Supervisor, Senior Education Program Specialist, Planning Officer III, Education Program Specialist II, Administrative Officer II, Statistician I, and Administrative Assistant I).
4. Expenses incurred relative to the conduct of this activity such as one meal and two snacks shall be charged against PPRD funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *rf*

PPRD-TCPJ



Government Center, Candahug, Palo, Leyte  
(053) 832-2997 | region8@deped.gov.ph  
**ISO 9001:2015 Certified**

DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 1

