



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

December 16, 2025

**OFFICE MEMORANDUM**

ESSD-2025- **627**

**YEAR-END REVIEW OF IPCR AND NQMS PLANNING UPDATE**

To: ESSD Personnel

1. In line with the continuous improvement of performance management and quality assurance processes, the Education Support Services Division (ESSD) will conduct an IPCR Review and NQMS Planning Update on December 22, 2025, at the ESSD Office.
2. The activity aims to:
  - a. fully accomplish the Individual Performance Commitment and Review (IPCR) of ESSD personnel;
  - b. review the IPCR of personnel by the Section Heads and the Division Chief; and
  - c. update the National Quality Management System (NQMS) planning documents.
3. All ESSD personnel are enjoined to actively participate in the said activity and ensure that their respective IPCR forms and relevant documents are prepared and available on the scheduled date.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

**RONEL AL K. FIRMO CESO IV**  
Assistant Regional Director ✓  
Officer-in-Charge  
Office of the Regional Director

ESSD-SHNU-ALSL

