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Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 294, s. 2024

JUN 04 2025

TO: Assistant Schools Division Superintendent
All Public Elementary & Secondary School Heads
All Others Concerned

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: REQUEST TO ALLOW SCHOOL-BASED ADMINISTRATIVE
OFFICERS TO REPORT AT THE DIVISION OFFICE FOR THE
IPCRF 2025

DATE: June 04, 2025

PARTICULARS

1. The Schools Division Office of the City of San Fernando (LU), through the Office of the Schools Division Superintendent requests all school heads to allow their **Administrative Officer II (AO 2)** to report at the **Division Office** today, **June 04, 2025** at **8:30 a.m.** to work on the Individual Performance Commitment and Review Form (IPCRF) for Calendar Year 2025.
2. For your information, guidance and compliance.


SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

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