



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
20 FEB 2023 No. 2023
Date: FEB 2023 By: [Signature]
RELEASED

February 16, 2023

Division Memorandum
No. 54, s. 2023

School-based Non-teaching Personnel IPCRF Approving Authority

**TO: Public Schools District Supervisors
Principals and School Heads
School-based Non-teaching Personnel
All Others Concerned
This Division**

1. Whereas, DepEd Order No. 2, s. 2015 Annex A provides that School-based Non-teaching personnel should be rated by their Principal/School Head.
2. Whereas, the same DepEd Order indicated the position of the approving authority but found wanting.
3. Wherefore, the Schools Division Performance Management Team (PMT) resolved the issue on February 1, 2023 through a convergence attended by the majority of its members and chaired by ASDS Judith V. Romaguera CESO VI.
4. Henceforth, the Approving Authority of the IPCRF of the School-based Non-teaching Personnel is the assigned Assistant Schools Division Superintendent of the Congressional District.
5. Widest dissemination and compliance of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

Classification: Program/Policy
HRDSrip/Performance Mgt/SGOD-HRD-Memorandum006-2023

6



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net