



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 19 2024

MEMORANDUM

**STANDARDIZED IPCR PERFORMANCE INDICATORS FOR CITY GOVERNMENT
DRIVERS BEGINNING F.Y. 2025**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is a Memorandum from Engr. Allan A. Cachuela, City Administrator/
PMT Chairperson dated October 31, 2024, on the above-captioned title contents
which are self-explanatory for the information and guidance of all concerned.
2. All City Government Drivers shall use the new Individual Performance and
Commitment Review (IPCR) effective F.Y. 2025.
3. Forms can be accessed through this link:
https://drive.google.com/drive/folders/1PEz-_R81vCc5ui08-w62CG2WIWNXawY?usp=sharing
4. Relative to this there will be an orientation on November 20, 2024 at 2:00 o'clock
in the afternoon at SDO 1st floor conference room.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYEE PERFORMANCE REVIEW

AGP/NAV/DM – STANDARDIZED IPCR PERFORMANCE INDICATORS FOR CITY GOVERNMENT DRIVERS BEGINNING F.Y.2025
446/ NOVEMBER 18, 2024

UN-2024-446



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Performance Management Team

MEMORANDUM

TO: ALL CITY GOVERNMENT DEPARTMENTS / OFFICES

FROM: ENGR. ALLAN A. CACHUELA
City Administrator / PMT Chairperson

DATE: OCTOBER 31, 2024

SUBJECT: STANDARDIZED IPCR PERFORMANCE INDICATORS FOR CITY GOVERNMENT DRIVERS BEGINNING F.Y. 2025

Received:
 EVELYN M. DINGAL
 Administrative Officer II
 SDO-Muntinlupa

11-8-24 4:10P

The Performance Management Team (PMT), on its August 22, 2024 meeting, adopted PMT Resolution No. 9, Series of 2024 providing for the **standardized performance indicators (measures and targets) to be strictly used by the employed City Government drivers** in their respective **Individual Performance and Commitment Review (IPCR) forms, effective beginning F.Y. 2025.**

The PMT acknowledges the need to standardize and streamline positions with similar functions (i.e. drivers) in view of the continuing recalibration process of **CGM's Strategic Performance Management System (SPMS)**. Such measures and targets are consistent with the national government's issuances on energy efficiency and conservation, as well the City Government's Energy Sector Committee (ESC) policies and priorities.

You may access the editable and downloadable excel file through this link: <https://drive.google.com/drive/folders/1PEz-R81vCcj5ui08-w62CG2WIWNXawY?usp=sharing>. The aforementioned PMT resolution and IPCR sample template are also attached in this memorandum, for reference.

Should you have any queries, please contact the PMT Secretariat at **8862-2525 loc 1046** and look for **Ms. Thelma Apolinar** or **Ms. Sarah Alvarez**.

For strict compliance.


 Engr. ALLAN A. CACHUELA
 City Administrator /PMT Chairperson

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