



Republic of the Philippines  
**Department of Education**  
 Region V  
**SCHOOLS DIVISION OF SORSOGON PROVINCE**  
**SORSOGON**

**ADVISORY**

July 14, 2020

(Clarification on the Signatories in the IPCRF of Teachers and School-based Non-Teaching Personnel for School Year 2019 – 2020)

To: Asst. Schools Division Superintendent  
 Elementary and Secondary School Heads  
 Teaching and School-based Non-Teaching Personnel

Please be clarified on the signatories in the IPCRF of teachers and school-based non-teaching personnel for SY 2019 – 2020, to wit:

RATEE	RATER	APPROVING AUTHORITY
<b>For Elementary Schools</b>		
1. Teachers and Master Teachers	School Head (Principal or Head Teacher or TIC)	Asst. Schools Division Superintendent
2. Non-teaching personnel		
<b>For Secondary Schools</b>		
1. Teachers and Master Teachers	Department Heads or Designated Department Heads or School Head (Principal or Head Teacher or TIC)	Asst. Schools Division Superintendent
2. Non-teaching personnel		

The rating period for SY 2019 – 2020 started in June, 2019 and ended in May, 2020. Therefore, the rater who will sign the IPCRF is the one who has been in school at the close of the school year.

The Summary of Rating and the IPCRF shall be submitted by school (for secondary) and by district (for elementary), to the Division Office c/o Office of the Asst. Schools Division Superintendent for approval. No support documents, portfolios, or means of verifications should reach this Office. They must be returned to the personnel concerned once the Final Rating has been done.

For widest dissemination, guidance and compliance.

  
**JOSE L. DONCILLO, CESO V**  
 Schools Division Superintendent

