



Republic of the Philippines  
Department of Education  
Region V – Division of Sorsogon  
**GALLANOSA NATIONAL HIGH SCHOOL**  
San Pedro, Irosin, Sorsogon

---

**OFFICE OF THE PRINCIPAL**

16 September 2024

MEMORANDUM To: All Teachers

This is to remind all teachers of the requirement to upload the Individual Performance Commitment and Review Form (IPCRF) to the eIPCRF portal at <https://eipcrf.deped.gov.ph/> on or before September 16, 2024.

**Important Instructions:**

1. **Signature Requirement:** Make sure that the IPCRF has been properly signed by your respective head teachers before submitting it. Once this is done, you can proceed with uploading your personal file.
2. **File Naming Convention:** When uploading your IPCRF, please name your file using the following format: [Last Name, First Name, Middle Initial]. For example, if your name is Juan Dela Cruz, your file should be named Dela Cruz, Juan D.
3. **Submission Deadline:** The final deadline for uploading the IPCRF to the eIPCRF portal is September 18, 2024. Please ensure that your submission is completed by this date to avoid any delays or issues with compliance.

If you encounter any issues with the portal or need assistance, please contact our ITs immediately.

For your information, guidance and immediate compliance.

  
**MARIA TERESITA F. REALO**  
School Principal III