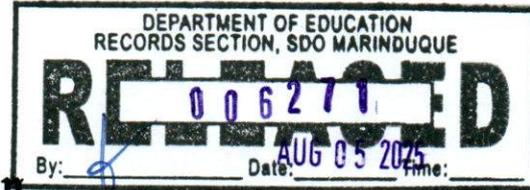




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-105

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **EXTENSION ON THE DEADLINE FOR SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL YEAR 2024-2025**

DATE: August 1, 2025

1. Per Advisory No. 3713, s. 2025 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III titled "*Extension of Deadline for Uploading the Electronic Individual Performance Commitment and Review Form (eIPCRF) of Teachers for SY 2024-2025*" dated July 28, 2025, the **deadline for uploading the accomplished eIPCRFs of teachers for SY 2024-2025 is extended until September 30, 2025** due to ongoing maintenance and upgrades to enhance user experience.
2. **Relative to this, the Schools Division of Marinduque, through the Division Performance Management Team (DPMT), also extends the submission of hard copies of accomplished Individual Performance Commitment and Review Form (IPCRF) and Office Performance Commitment and Review Form (OPCRF) for School Year 2024-2025 until September 30, 2025.**
3. This Office also reminds all school heads that only the school's official DepEd e-mail address shall be used when accessing the eIPCRF Data Collection and Consolidation System (DCCS) (eipcrf.deped.gov.ph).
4. Furthermore, upon submission of the finalized eIPCRFs to the eIPCRF DCCS, school heads are advised to submit two (2) printed copies of the accomplished eIPCRFs - one (1) copy for the Division Office and one (1) copy for the ratee - through the OSDS-Records Unit. **A summary of ratings, which can be downloaded from the eIPCRF**



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

DCCS, shall be placed at the top of each set of hard copies to facilitate the validation process conducted by the SGOD-Human Resource Development Section.

5. Additionally, the school compilation of fully accomplished and signed teachers' Individual Development Plans (IDPs) (IPCRF Part IV) shall be submitted to the SGOD-Human Resource Development Section through the OSDS-Records Unit on or before September 30, 2025.

6. The following documents are enclosed for reference:

- a. Enclosure 1: Frequently Asked Questions
- b. Enclosure 2: Interim Ratee-Rater-Approving Authority Matrix for All School-Based Personnel

7. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



Address: T. Roque St., Malusak, Boac, Marinduque

Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611

Email: marinduque@deped.gov.ph

Website: <https://depedmarinduque.com>

FREQUENTLY ASKED QUESTIONS

1. A Teacher III (Proficient) was promoted to Master Teacher I (Highly Proficient) in the 3rd Quarter of SY 2024–2025. Which e-IPCRF tool shall be used?

Answer: The teacher shall use the Highly Proficient e-IPCRF tool, in accordance with his/her current position at the time of performance evaluation. However, any classroom observation rating previously conducted while holding the Teacher III position (i.e., during the 3rd Quarter) shall remain valid and will be carried over; a repeat observation is not required.

2. A Teacher III (Proficient) was promoted to Master Teacher I (Highly Proficient) after the End-of-School-Year Rites of SY 2024–2025. Which e-IPCRF tool shall be used?

Answer: The teacher shall still use the Proficient e-IPCRF tool, as he/she has not rendered at least 90 days of service in the new position (Master Teacher I) before the end of the school year. In accordance with the DepEd Performance Management and Evaluation System (PMES), an individual must have served a minimum of ninety (90) days or completed at least one (1) quarter of the performance period to be subjected to performance monitoring and evaluation using the standards of the new position.

3. A teacher was hired in March 2025. Is he/she required to submit an IPCRF?

Answer: No. In accordance with the DepEd Performance Management and Evaluation System (PMES), an individual must have rendered at least 90 days of service or completed at least one quarter of the performance period before being subjected to any performance monitoring and evaluation processes. Therefore, the teacher is not required to submit an IPCRF for SY 2024–2025.

4. Why is the e-mail address of the Approving Authority included in the electronic IPCRF tool?

Answer: The inclusion of the Approving Authority's e-mail address in the electronic IPCRF tool is essential for establishing clear and traceable ratee-rater-approver relationships. This information is vital in the ongoing efforts to integrate the Results-Based Performance Management System (RPMS) with other human resource systems. It supports the development of a centralized Human Resource Information System (HRIS) aimed at creating a national employee database within the Department of Education.

5. What is the e-mail address and full name of the Assistant Schools Division Superintendent?

Answer: Full Name: Mabel Fabellon Musa

e-mail Address: mabel.musa@deped.gov.ph

This information shall be used solely for official purposes related to the e-IPCRF and must not be disclosed or disseminated to unauthorized individuals, in adherence to the provisions of the Data Privacy Act of 2012.

6. Why can't I edit the strength and development needs columns in Part IV (Individual Development Plan) of the e-IPCRF?

Answer: The new e-IPCRF tool automatically inputs the strengths and development needs of the teacher based on the results of Parts 1 and 2. The teacher now

only needs to answer the learning objectives, timeline, resources needed, and other information needed in Part IV. Please note that only three (3) rows are REQUIRED to be answered for the functional competencies and core behavioral competencies. Strengths and development needs tagged as “optional” may or may not be answered.

7. Is there an e-SAT (electronic Self-Assessment Tool) for SY 2025-2026?

Answer: None yet. The development of the e-SAT is ongoing. The CO-BHROD targets to release the official e-SAT this first quarter of SY 2025-2026, in time for the conduct of the Phase I (Performance Planning and Commitment). School heads and other ratees are advised to utilize the e-SAT of SY 2024-2025 in the meantime.

8. In what paper size shall we print the IPCRFs?

Answer: It is recommended that all parts of the Individual Performance Commitment and Review Form (IPCRF) be printed on A4-sized bond paper to ensure uniformity and compliance with standard documentation requirements.

9. Is there a bulk uploading option in the eIPCRF Data Collection and Consolidation System?

Answer: No. The system does not support bulk uploading of eIPCRFs. Each teacher’s eIPCRF must be uploaded individually by the School Head, ICT Coordinator, or any authorized school personnel. Furthermore, only official DepEd e-mail addresses of the schools are granted access to the system for data uploading purposes.

10. Who has access to our school’s consolidated e-IPCRF data uploaded in the system?

Answer: Access to the school’s consolidated e-IPCRF data uploaded in the system is restricted to the school head and duly authorized school personnel. The SGOD–Human Resource Development Section has limited access and may only view the summary of ratings and the total number of uploaded e-IPCRFs per school for monitoring and validation purposes.

11. What is the next step once all e-IPCRFs for teachers in our school have been successfully uploaded?

Answer: Upon completion of the uploading of all e-IPCRFs to the consolidation system, school heads shall proceed with printing the Summary of Ratings using the “Print” tab available in the system. The printed summary, which must be on A4-sized bond paper, shall be placed on top of the compiled hard copies of the accomplished IPCRFs. The complete set shall then be submitted to the OSDS–Records Unit for proper endorsement and validation by the SGOD–Human Resource Development Section (HRDS).

12. I serve as the Teacher-in-Charge, holding a Master Teacher position, in our school. Which performance monitoring and evaluation form am I required to accomplish, and who shall be designated as my raters?

Answer: A Teacher-in-Charge who holds a Master Teacher position shall accomplish both the Individual Performance Commitment and Review Form (IPCRF) for his/her teaching-related functions and the Office Performance Commitment and Review Form (OPCRF) for his/her school leadership functions. The designated raters and approving authorities are as follows:

PMES FORM	RATER	APPROVING AUTHORITY
IPCRF	Monitoring Principal	ASDS
OPCRF	ASDS	SDS

This dual evaluation process ensures that both instructional and administrative roles of the Teacher-in-Charge are appropriately assessed and documented.

13. I serve as the Teacher-in-Charge, holding a Master Teacher position, in our school. Who shall be the raters and approving authority of other teachers in our school?

Answer: This scenario shall be addressed based on the following specific conditions:

CONDITION	RATER	APPROVING AUTHORITY
There are no other Master Teachers in the school	Teacher-in-Charge	ASDS
There is another Master Teacher in the school	Master Teacher	Teacher-in-Charge
IPCRF of other Master Teachers in the school (if applicable)	Teacher-in-Charge	ASDS

In all cases, the Teacher-in-Charge, despite not holding a school head item, is delegated the necessary functions and authority equivalent to those of a full-fledged school head for purposes of performance evaluation and related administrative responsibilities.

14. I serve as the Teacher-in-Charge, holding a Teacher I position, in our school where there is a designated Master Teacher. Who shall serve as the raters and approving authority of the other teachers in our school?

Answer: In accordance with the guidelines, if a Master Teacher is assigned in the school, he/she shall serve as the Rater for the IPCRFs of Proficient Teachers. The Teacher-in-Charge, despite holding a Teacher I position, shall serve as the Approving Authority for these IPCRFs. Conversely, for the Master Teacher's IPCRF, the Teacher-in-Charge shall act as the Rater, while the Assistant Schools Division Superintendent (ASDS) shall serve as the Approving Authority. It is emphasized that the Teacher-in-Charge is granted functions and authority equivalent to those of a full-fledged school head for purposes of performance management and related administrative functions.

**INTERIM RATEE-RATER-APPROVING AUTHORITY MATRIX
FOR ALL SCHOOL-BASED PERSONNEL**

	RATEE	RATER	APPROVING AUTHORITY
1	School Head/Principal/ OIC/TIC	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Assistant School Principal	School Head	Assistant Schools Division Superintendent
3	Department Head	School Head	Assistant Schools Division Superintendent
4	Master Teacher <i>(Elementary/ JHS/ SHS)</i>	School Head	Assistant Schools Division Superintendent
5	Teacher <i>(Elementary)</i>	Master Teacher	School Head
6	Teacher with no Master Teacher <i>(Elementary)</i>	School Head	Assistant Schools Division Superintendent
7	Teacher <i>(JHS)</i>	Master Teacher/ Department Head	School Head
8	Teacher with no Master Teacher/Department Head <i>(JHS)</i>	School Head	Assistant Schools Division Superintendent
9	Teacher <i>(SHS)</i>	Master Teacher/Assistant School Head	School Head
10	Teacher with no Master Teacher/Assistant School Head <i>(SHS)</i>	School Head	Assistant Schools Division Superintendent
11	ALS Teacher <i>(School-based)</i>	Master Teacher/ Department Head	School Head
12	ALS Teacher <i>(Community Learning Center)</i>	Functional Division Chief for CID	Assistant Schools Division Superintendent
13	School-based Non-Teaching Staff <i>(Administrative and Finance function such as Administrative Officer II, Senior Bookkeeper, Disbursing Officer, Project Development Officer I)</i>	School Head	Assistant Schools Division Superintendent

Note: In case there is no applicable rater or approving authority in schools, the rater and the approving authority shall be adjusted accordingly so that the next higher official shall perform such function.



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

RECOMMENDATION AND APPROVAL SHEET

Division Order _____ Division Memorandum /
 Circular Letter _____ Bulletin _____
 Letter _____ Other Publications (Pls. Specify)

Subject or Title : **EXTENSION ON THE DEADLINE FOR SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL YEAR 2024-2025**

Prepared by : 
KYLE DAVID V. ATIENZA
 Senior Education Program Specialist, HRDS

Endorsed by : 
MAITA M. LAZARES
 Education Program Supervisor, SGOD
 Officer-in-Charge, SGOD

<u>DIVISION/UNIT</u>	<u>COMMENT</u>	<u>SIGNATURE</u>
Office of the Schools Division Superintendent		
Administrative Service Unit	_____	_____
Finance Service Unit		
Budget Officer	_____	_____
Division Accountant	_____	_____
Curriculum Implementation Division	ok	
Schools Governance and Operations Division	i	

Recommending Approval:

MABEL F. MUSA, PhD
 Asst. Schools Division Superintendent

Approved:


LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent



Address: T. Roque St., Malusak, Boac, Marinduque
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Email: marinduque@deped.gov.ph
 Website: <https://depedmarinduque.com>

Doc. Ref. Code	SDO-OSDS-F002	Rev	00
Effectivity		Page	1 of 1