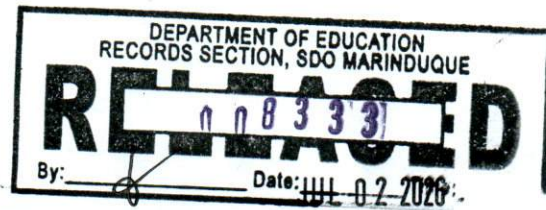




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-121

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Alternative Learning System District Coordinators
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

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

SUBJECT: **EXTENSION OF DEADLINE FOR THE SUBMISSION OF IPCRF AND OPCRf FOR SY 2025-2026 AND OTHER RELEVANT REMINDERS**

DATE: June 30, 2026

1. Per an Unnumbered Advisory from the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, Usec. Wilfredo E. Cabral, titled "*Extension of Submission Deadline for Teacher Electronic IPCRF (e-IPCRF) for SY 2025-2026*" dated June 29, 2026, the **deadline for uploading the accomplished eIPCRFs of teachers for SY 2025-2026 is extended until September 30, 2026** due to 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 2025-2026 until September 30, 2026**. It is, however, highly requested that school heads or their designated non-teaching personnel upload the accomplished and finalized eIPCRFs of teachers on or before July 11, 2026, ahead of the scheduled uploading per region to ensure efficiency of consolidation in the Division level.
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 and signed copies of the accomplished eIPCRFs - one (1) copy for the Division Office and one (1) copy for**



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the ratee - through the OSDS-Records Section on or before September 30, 2026. A summary of ratings, which can be downloaded from the eIPCRF 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, a copy of the school's compiled, 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 Section on or before September 30, 2026.

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



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FREQUENTLY ASKED QUESTIONS

1. A Teacher III (Proficient) was promoted to Master Teacher I (Highly Proficient) in the 3rd Quarter of SY 2025-2026. Which e-IPCRF tool shall be used?

Answer: The teacher shall use the Highly Proficient e-IPCRF tool, considering that the 90-day length of service in the new position has been reached. 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 (Beginning Towards Proficient) was reclassified to Teacher VI (Proficient) before the End-of-School-Year Rites of SY 2025-2026. Which e-IPCRF tool shall be used?

Answer: The teacher shall still use the Beginning Towards Proficient e-IPCRF tool, as he/she has not rendered at least 90 days of service in the new position (Master Teacher I). 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 2026. 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 2025-2026. However, the school head shall submit a general certification indicating that the teacher has obtained a satisfactory performance.

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?



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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 2026-2027?

Answer: Yes. The Multiyear e-SAT is accessible and downloadable through <https://tinyurl.com/MultiYearPMESTeachers>.

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 or any authorized non-teaching 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 non-teaching 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 Section 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:



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PMES FORM	RATER	APPROVING AUTHORITY
IPCRF	Monitoring Principal/PSDS	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

	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.



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

29 June 2026

EXTENSION OF SUBMISSION DEADLINE FOR TEACHER ELECTRONIC IPCRF (e-IPCRF) FOR SY 2025-2026

In reference to DepEd Memorandum DM-OSEC-OUHRODI-2026-0001 dated March 3, 2026, entitled "Guidance in the Implementation of the Performance Management and Evaluation System (PMES) for Teachers for SY 2025-2026," all concerned personnel are hereby advised that the Online e-IPCRF System is now accessible for the uploading and submission of accomplished e-IPCRFs.

Accordingly, the deadline for submission of accomplished e-IPCRFs is hereby extended until 30 September 2026.

To ensure smooth submission and efficient system traffic management, the uploading of teachers' e-IPCRFs shall follow the schedule below:

Regions/Schools	Schedule
All Regions (All Schools)	June 28, 2026 – July 11, 2026
Batch 1: CAR, Region 1, Region 2, NIR, Region 7, Region 9, Region 11	July 12-25, 2026
Batch 2: Region 3, Region 4A, Region 8, Region 10, Region 12	July 26, 2026 – August 8, 2026
Batch 3: NCR, Region 4B, Region 6, Region 8, Region 13, BARMM	August 9-22, 2026
All other remaining schools	August 23, 2026 – September 30, 2026

All concerned personnel are encouraged to submit their e-IPCRFs through the Online e-IPCRF System at <https://eipcrf.deped.gov.ph> within the extended period.

For any queries, concerns, and technical assistance, please email the PMES Helpdesk at helpdesk.pmes@deped.gov.ph.

For information and guidance.

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development and Infrastructure