



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
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Date: JUL 19 2023
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT: **RELEASE OF THE OFFICIAL ELECTRONIC IPCRF AND ONLINE IPCRF CONSOLIDATION SYSTEM FOR THE MULTI-YEAR RPMS-PPST OF TEACHERS**

DATE: July 18, 2023

- Attached is a copy of Regional Memorandum HRDD-2023-015 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III dated July 12, 2023 re: **Release of the Official Electronic IPCRF and Online IPCRF Consolidation System for the Multi-Year RPMS-PPST of Teachers**, for information, guidance, and reference of all concerned.
- Particular attention is invited to Paragraphs 2 and 3 which state the links for the e-IPCRF and online IPCRF Consolidation System, respectively.
- Per DepEd Memorandum 8 s. 2023 titled "**Multi-Year Guidelines on the Results-Based Performance Management System-Philippine Professional Standards for Teachers**", all public elementary and secondary schools shall follow the prescribed timeline:

TASK/ACTIVITY	SCHEDULE
Assessment of IPCRF Teacher's Portfolio	At least a week after the scheduled graduation
Encoding of Teacher's Rating to the Electronic IPCRF	
Finalization of Teacher's Individual Development Plan (Part 4)	
Uploading of Accomplished and Finalized Electronic IPCRF of Teachers to the Online IPCRF Consolidation System	July 19, July 26, August 3-14, 2023
Submission of Accomplished IPCRF with Complete Signatures to the Schools Division Office	At least a month after the scheduled graduation

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4. Attached as Enclosure A are the Frequently Asked Questions (FAQs) provided and clarified by the CO-BHROD during the National Orientation for Electronic IPCRF last July 17, 2023, including those coming from the field.
5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

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Enclosure A: Frequently Asked Questions

1. Who will be the ratee, rater, and approving authority of the electronic IPCRF for SY 2022-2023?

Answer: Please refer to the table below regarding the ratee, rater, and approving authority of the eIPCRF.

Ratee/Teacher	Rater/Observer	Approving Authority
Master Teacher	Principal/School Head	Superintendent
Teacher (for schools with no HTs, MTs, and/or Assistant Principal)	Principal/School Head	Superintendent
Teacher	Master Teacher/Head Teacher/Assistant Principal	Principal/School Head
ALS Implementers (school-based)	Master Teacher/Head Teacher/Assistant Principal	Principal/School Head
ALS Implementers (community learning centers-based)	Education Program Specialist for ALS/In-charge of ALS	Chief of Curriculum Implementation Division (CID)

2. Teacher III (Proficient) got promoted to Master Teacher I (Highly Proficient) in the 3rd Quarter of SY 2022-2023. Which IPCRF tool shall be used?

Answer: The teacher must use the Highly Proficient IPCRF tool. The RPMS tool to be used for performance evaluation is based on his/her present position during the evaluation. However, the rating for the classroom observation conducted in the previous quarter (Q3) should be applicable and need not be repeated.

3. Teacher I (Proficient) was on Maternity Leave from February to May 2023, and so has only one classroom observation conducted in the 4th Quarter of SY 2022-2023. Can she still request for another classroom observation in the same quarter to fulfill the two required classroom observations?

Answer: Per DepEd Memorandum 8 s. 2023, item no. 22, in case of unforeseen circumstances and fortuitous events outside of the school setting, concerned schools may be allowed to deviate from the prescribed timeline; provided that the request in relation thereto shall be subject for approval of the Schools Division Superintendent; provided further, that all applicable classroom observation modes (recorded, LAC session, etc.) are exhausted prior to submitting the request.

4. Do we have a separate IPCRF for Department Heads/Head Teachers leading a department?

Answer: Please refer to the table below regarding the form to be used by concerned positions.

POSITION	FORM/TOOL TO BE USED
Head Teacher <i>designated as school head</i>	Office Performance Commitment and Review Form (OPCRF)
Head Teacher <i>with teaching load</i>	Individual Performance Commitment and Review Form (IPCRF), capturing the

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	expected administrative tasks and objectives in the Highly Proficient Tools for Master Teacher I-IV
Head Teacher <i>without teaching load</i>	IPCRF anchored on the OPCR of the school head
Assistant Principal	
School Head/Teacher-in-Charge	Office Performance Commitment and Review Form (OPCRF)

Reference: RPMS Manual 2019

5. Why is the e-mail address and employee no. of the Approving Authority included in the electronic IPCRF tool?

Answer: The approving authority's email and employee number is necessary to easily trace the ratee-rater-approver relationships. This information shall be needed in the integration of the RPMS with other HR systems as we plan to have a national database of employees like in a HRIS (Human Resource Information System).

6. What is the e-mail address and employee no. of the Schools Division Superintendent?

Answer: Employee No: 4410148; e-mail Address: lynn.mendoza@deped.gov.ph; Please note that these information must be used only for the purpose of the e-IPCRF and must not be shared with others, in compliance with the Data Privacy Act of 2012.

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

Answer: The new e-IPCRF tool automatically inputs the strength 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, resource needed, and other information needed in Part IV. Please note that only 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.

8. Is there an e-SAT (electronic Self-Assessment Tool) for SY 2022-2023?

Answer: None. The development of the e-SAT is ongoing. The CO-BHROD targets to release the official e-SAT this coming school year SY 2023-2024 in time of the conduct of the Phase I (Performance Planning and Commitment). For the purpose of RPMS-PPST portfolio MOV, teachers may use the e-SAT of SY 2021-2022.

9. Is there a batch uploading option in the online IPCRF Consolidation System?

Answer: None. The School Head/ICT Coordinator/Authorized Personnel must individually upload every e-IPCRF of teachers to the system. As mentioned in the Division Orientation on the use of e-IPCRF and DCCS, only three school personnel are allowed to access the consolidation system using the school's official DepEd e-mail address.

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

Answer: Only the school head and authorized personnel have access to the school's consolidated e-IPCRF data uploaded in the system. The Schools Division's Human Resource Development Section only has access to the summary of ratings and number of uploaded e-IPCRFs per school.

11. What is our next step once we have uploaded all e-IPCRFs of teachers in our school?

Answer: You may now print the summary of ratings using the "Print" tab found in the consolidation system, and include in the compiled accomplished IPCRFs to be submitted to the Division Office. The hard copy of ratings summary is designed to be printed on an A4-sized bond paper.

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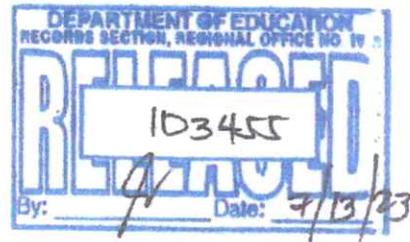


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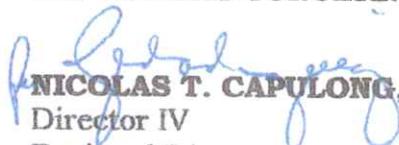
Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
HRDD-2023-015

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
FUNCTIONAL DIVISION CHIEFS
ALL OTHERS CONCERNED

FROM :  **NICOLAS T. CAPULONG, PhD, CESO III**
Director IV
Regional Director

SUBJECT : **RELEASE OF THE OFFICIAL ELECTRONIC IPCRF AND ONLINE**
IPCRF CONSOLIDATION SYSTEM FOR THE MULTI-YEAR
RPMS-PPST OF TEACHERS

DATE : **July 12, 2023**

1. Per DepEd Memorandum DM-OUHROD-2023-0927 dated July 10, 2023, the Office of the Undersecretary for Human Resource and Organization Development (OUHROD), Gloria Jumamil-Mercado announces the release of the Official Electronic IPCRF and the Online IPCRF Consolidation System for the Multi-year RPMS-PPST for Teachers.

2. RPMS-PPST raters and ratees shall use this official Excel-based e-IPCRF tool in inputting teachers' IPCRF data starting SY 2022-2023. Moreover, they can access the e-IPCRF using the official DepEd email address through the link: <https://bit.ly/electronicIPCRF> or using the QR code below.



3. Furthermore, the online IPCRF Consolidation System shall be used for the consolidation of teachers' IPCRF data. Schools shall be responsible in the collection and uploading of the accomplished e-IPCRF of teachers to the system through this link: <https://eipcrf.deped.gov.ph>.

4. For more information, please contact the Bureau of Human Resource and Organization Development - Human Resource Development Division (BHROD-HRDD) at (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

5. For immediate dissemination and compliance.

HRDD/HJCC



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