



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

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
No: 002171
Signature: [Signature]
Date: AUG 08 2023
Time:

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

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

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

SUBJECT: **EXTENSION OF DEADLINE FOR THE UPLOADING OF E-IPCRF TO THE DATA COLLECTION AND CONSOLIDATION SYSTEM (DCCS)**

DATE: August 4, 2023

1. Attached is Memorandum DM-OUHROD-2023-1039 from the Office of the Undersecretary of the Human Resource and Organizational Development, Dr. Gloria Jumamil-Mercado dated July 26, 2023, titled "**Addressing Concerns and Frequently Asked Questions on the Multi-Year RPMS-PPST and the Use of Electronic IPCRF and Online IPCRF System**", which is self-explanatory.
2. In connection with the abovementioned Memorandum, this Office announces the extension of deadline for the uploading of e-IPCRF to the Data Collection and Consolidation System (DCCS) from August 14, 2023 to August 31, 2023 5:00PM.
3. Consequently, the submission of hard copies of accomplished IPCRFs to the Schools Division Office is also extended from August 21, 2023 to September 8, 2023 5:00PM. School heads are advised to visit the Human Resource Development Section for validation of their summary of ratings before submission to the Records Section.
4. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

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Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com • Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1039

TO : Regional Directors
 Schools Division Superintendents
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM : *[Signature]*
GLORIA JUMAMIL-MERCADO
 Undersecretary for Human Resource and Organizational Development

SUBJECT : Addressing Concerns and Frequently Asked Questions on the Multi-Year RPMS-PPST and the Use of the Electronic IPCRF and Online IPCRF System

DATE : 26 July 2023

This is to address concerns and frequently asked questions on the Multi-Year RPMS-PPST and the use of the electronic IPCRF and online IPCRF system for the implementation of the Multi-year Results-based Performance Management System - Philippine Professional Standards for Teachers (RPMS-PPST) per DepEd Memorandum No. 008, s. 2023.

A. On Accessing and Accomplishing the Electronic IPCRF (eIPCRF)

Concerns/FAQs	Response
Who are required to accomplish the e-IPCRF?	Teachers holding regular <i>plantilla</i> positions who have rendered the required minimum rating period of 90 calendar days shall prepare the RPMS Portfolio and accomplish the e-IPCRF.
Where can I access the e-IPCRF tool?	Access and download the e-IPCRF tool here: https://bit.ly/eIPCRF . Use the DepEd email address to access the link.
How do we enable the Macros of the e-IPCRF tool?	Please refer to the detailed instruction in this link: https://bit.ly/eIPCRFEnableMacros .
The e-IPCRF has an entry field asking for the Employee ID of the Schools Division Superintendent (SDS) as the Approving Authority. Is it possible not to provide it?	The Employee ID number of the Approving Authorities as requested in e-IPCRF is necessary for the purpose of tracking the Ratee-Rater-Approving Authority in the information system. Considering that the system did not seek for data privacy consent from the SDSs, the e-IPCRF tool allows the inputs "None" or "n/a" on the Employee ID

	field in order to proceed to the next section and finalize the e-IPCRF.
Our ALS mobile teachers are under the Community Learning Center (CLC) and not under a school. What will they input in the 'School ID' field?	Select 'CLC' as the Curricular Classification for ALS mobile teachers teaching in the Community Learning Centers. Once CLC is selected, the field for School ID will be optional. Users can leave the 'School ID' field blank.
We were asked to provide Admin Password when we clicked the 'Set Up (Admin)' button. What will we do?	Ratees accomplishing the e-IPCRF tool should not click the 'Set Up (for Admin only)' button. This button is only for the Central Office IT team.
Is it required to attach the e-signature on the e-IPCRF for uploading?	No. E-signatures are not required to be attached in the e-IPCRF. Signatures should only be affixed in the printed copies of the IPCRF.
What is the prescribed format for the e-IPCRF file name?	<p>There is no prescribed file re-naming format for the e-IPCRFs. Schools may rename the file as long as no special characters (e.g., @, &, *) are used, and that the new file name is not too long.</p> <p>As a suggestion, the file name format below could be followed:</p> <p></p> <p>E-IPCRFs already uploaded in the system with different file name formats are accepted.</p>
We could not finalize the e-IPCRF because of the 'Incorrect Password!' prompt. What will we do?	<p>Please double check which password is being asked. There are two passwords inputted in the e-IPCRF: (1) RATEE's password; and (2) RATER's password.</p> <p>It is also advised to write down the passwords you inputted in the e-IPCRF for easy reference.</p>

B. On Accessing the Online IPCRF System (Uploading and Monitoring)

Concerns/FAQs	Response
Our school is not registered in the system. What will we do?	<p>Provide us your Region, Division, School and School ID by accomplishing the Google Form through this link: https://bit.ly/SchoolRegistrationIPCRF</p> <p>Our team will notify you once your school's email address is already registered or updated in the system.</p>
What email address should we use in accessing and uploading the online IPCRF system for uploading of the e-IPCRF?	<p>Schools need to use their official DepEd email address in accessing the online IPCRF system and uploading the e-IPCRF. For example, 123456@deped.gov.ph.</p> <p>On the other hand, Schools Division Offices and Regional Offices need to use the registered DepEd email addresses</p>

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	<p>of their SDO and RO to access the online IPCRF system for monitoring purposes.</p>												
<p>Our school is not able to upload the e-IPCRF in the system. Upload button is not found. What could be the problem?</p>	<p>Your Region is not yet scheduled to upload in the system. Scheduled uploading is being implemented to manage the traffic in the system. Please refer to the schedule of uploading below:</p> <p style="text-align: center;">Schedule of Uploading</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">Region</th> <th style="background-color: #333; color: white;">Schedule</th> </tr> </thead> <tbody> <tr> <td>ALL REGIONS</td> <td>MONDAYS-TUESDAYS (July 17-18, 2023) (July 24-25, 2023)</td> </tr> <tr> <td>LUZON CAR, NCR, Region I, Region II, Region III, Region IV-A, Region IV-B, Region V</td> <td>WEDNESDAYS (July 19 and July 26, 2023)</td> </tr> <tr> <td>VISAYAS Region VI, Region VII, Region VIII</td> <td>THURSDAYS (July 20 and July 27, 2023)</td> </tr> <tr> <td>MINDANAO Region IX, Region X, Region XI, Region XII, CARAGA, BARMM</td> <td>FRIDAYS (July 21 and July 28, 2023)</td> </tr> <tr> <td>ALL REGIONS</td> <td>August 3-31, 2023 (extended deadline)</td> </tr> </tbody> </table>	Region	Schedule	ALL REGIONS	MONDAYS-TUESDAYS (July 17-18, 2023) (July 24-25, 2023)	LUZON CAR, NCR, Region I, Region II, Region III, Region IV-A, Region IV-B, Region V	WEDNESDAYS (July 19 and July 26, 2023)	VISAYAS Region VI, Region VII, Region VIII	THURSDAYS (July 20 and July 27, 2023)	MINDANAO Region IX, Region X, Region XI, Region XII, CARAGA, BARMM	FRIDAYS (July 21 and July 28, 2023)	ALL REGIONS	August 3-31, 2023 (extended deadline)
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<p>Who will upload the accomplished e-IPCRF of ALS CLC teachers?</p>	<p>The EPS in-charge of the ALS-CLC mobile teachers shall upload the e-IPCRFs in the online system.</p> <p>Please provide us the email address of the EPS in-charge of ALS in the Division to be given uploading access in the system: https://bit.ly/SDOEmailAddressIPCRF</p>												
<p>Our Division could not access the online IPCRF system for monitoring. What will we do?</p>	<p>Provide us the email addresses of the Division officials/focals/personnel by accomplishing the Google Form through this link: https://bit.ly/SDOEmailAddressIPCRF</p> <p>Our team will notify you once the email addresses are already registered or updated in the system.</p>												
<p>While uploading the e-IPCRFs, the prompt "Ajax error" "404 Not Found" appeared. Why is this happening? What will we do?</p>	<p>This prompt appeared because of the traffic experienced in the system. Please reload the site and try to upload again the e-IPCRFs.</p>												

C. General concerns/FAQs on the Multi-Year RPMS-PPST

Concerns/FAQs	Response
<p>Who are required to accomplish the RPMS-PPST Portfolio?</p>	<p>Teachers holding regular <i>plantilla</i> positions who have rendered the required minimum rating period of 90 calendar days shall prepare the RPMS Portfolio and accomplish the e-IPCRF.</p> <p>School Heads are advised to determine the qualified teachers, especially from the late hires, recently promoted teachers, and resigned/retired teachers within the SY, based on the minimum rating period requirement.</p>
<p>There are newly hired teachers in our school. Are they included in the performance evaluation for this School Year?</p>	<p>Per DO 2, s. 2015, item 56, newly hired teachers "...who have already met the required minimum rating period of 90 calendar days shall submit the performance commitment and rating report." They shall use the RPMS Tool appropriate for their position:</p> <ul style="list-style-type: none"> • RPMS-PPST for Proficient Teacher Tool for Teachers I-III • RPMS-PPST for Highly Proficient Teacher Tool for Master Teachers I-IV
<p>There are teachers who transferred to another school during the school year. Who will be their Rater?</p>	<p>For teachers who transferred from one school to another during the School Year, the Raters that shall be indicated in the e-IPCRF are their raters from schools where they spent the majority of their time during the rating period. Moreover, their e-IPCRF will be submitted to, consolidated, and uploaded by the school where they served the longest.</p> <p>If equal months were served for each school, their Raters shall be from the schools where they transferred to. Their e-IPCRF will also be consolidated and uploaded by their new school.</p>
<p>There are teachers who were promoted during the rating period. What IPCRF will they use?</p>	<p>Teachers who were promoted and have rendered at least 90 calendar days in their current position shall use the appropriate IPCRF for their new position.</p>

What forms/tools will be used by Teachers and Master Teachers?

Please refer to the table below for forms/tools to be used by Teachers and Master Teachers:

Position	Forms/Tools to be Used
Teacher I-III	RPMS Tool/IPCRF for Proficient Teachers
Special Education Teacher I-IV	
ALS Implementers	
Madrasah Education Teachers (Teacher I-III)	
Indigenous Peoples Education (IPEd) Teachers (Teacher I-III)	
Special Science Teacher (SSHS)	
Master Teacher I-IV	RPMS Tool/IPCRF for Highly Proficient Teachers
Special Education Teacher V	
Madrasah Education Teachers (Master Teacher I-IV)	
Indigenous Peoples Education (IPEd) Teachers (Master Teacher I-IV)	

What forms/tools will be used by head of schools (e.g., School Head, Head Teachers with teaching load and Head Teachers without teaching load, and designated Teacher-in-Charge)?

Please refer to the table below for forms/tools to be used by head of schools and other personnel in school with administrative and teaching functions:

Position	Forms/Tools to be Used
Head Teacher (designated as School Head)	Office Performance Commitment and Review Form (OPCRF)
Head Teacher with teaching load	Individual Performance Commitment and Review Form (IPCRF), capturing the expected administrative tasks and objectives in the Highly Proficient Tools for Master Teacher I-IV
Head Teacher without teaching load	IPCRF anchored on the OPCRf of the School Head
Assistant Principal	Office Performance Commitment and Review Form (OPCRF)
School Head/designated Teacher-in-Charge	

Do we need to prepare and submit the RPMS-PPST Portfolio for us to be rated?

Yes. Teachers need to prepare and submit their RPMS-PPST Portfolio for them to be rated. Their rating will be based on the submitted MOVs which are kept and organized in the portfolio.

Who are the appropriate Raters and Approving Authorities for certain teaching positions?

Please see below matrix for the appropriate raters and approving authorities (per DO 2, s. 2015 and DM 008, s. 2023):

Rater/Teacher	Evaluating Authority	Approving Authority
Head Teacher Master Teacher	Principal/ School Head	Superintendent Small and Medium Divisions Assistant Superintendent Large and Very Large Divisions
Teacher (for schools with no Master Teachers, Head Teachers, and/or Assistant Principals)	Principal/ School Head	Superintendent Small and Medium Divisions Assistant Superintendent Large and Very Large Divisions
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 for ALS	Chief of Curriculum Implementation Division (CID)

1. To provide all schools ample time to upload the accomplished e-IPCRF, the deadline of the uploading of e-IPCRF shall be extended until August 31, 2023 at 5:00 p.m.
2. For video tutorials on the use of the e-IPCRF and the online IPCRF system, kindly access the Google Drive folder with the link: <https://bit.ly/MultiYearRPMSPST>
3. For concerns/questions not included in this memorandum, please input them in this Excel Sheet: <https://bit.ly/NationalOrientationQanda> or email BHRD-HRDD RPMS Help Desk at helpdesk.rpms@deped.gov.ph.
4. For information and dissemination.