



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



September 17, 2020

DIVISION MEMORANDUM
NO. 164 s. 2020

UPDATE ON THE ONLINE SUBMISSION OF ELECTRONIC INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW FORM (e-IPCRF) OF TEACHERS

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operation Division
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

1. This is to disseminate the attached Memorandum **DM-PHROD-2020-00275** from the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHRD-HRDD) titled, **Updates on the Online Submission of e-IPCRF of Teachers for School Year 2019-2020** for information and guidance.
2. Schools that have not yet uploaded the e-IPCRF of teachers for SY 2019-2020 should **immediately** inform the HRD Section of SGOD.
3. Please refer to the attached Memorandum and annex for the timeline related on the online submission of e-IPCRF for SY 2019-2020.
4. For information, dissemination and compliance.


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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHROD-2020-00275

TO: Minister of Basic, Higher, and Technical Education, **BARMM**
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Updates on the Online Submission of Electronic Individual Performance Commitment and Review Form (e-IPCRF) of Teachers*

DATE: 24 August 2020

The Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) spearheaded the collection of the e-IPCRF of teachers for SY 2019-2020 to analyze the performance of teachers and to come up with appropriate HR interventions to aid all teachers in the Department of Education. As stated in the DM-PHRODFO-2020-00199, the e-IPCRF online submission was done on the 1st week until the 3rd week of August 2020. To date, 737,204 out of the total 875,245 e-IPCRF have been successfully uploaded in the IPCRF Data Collection System.

The collection system through the submission link will be temporarily closed to give way for the housekeeping. This is to allow the uploaders to delete and change the erroneously uploaded e-IPCRF files in the data collection system. Attached is the timeline related to the submission of the e-IPCRF of teachers for SY 2019-2020 (*see Annex A*).

For schools that are being used as quarantine facilities, teachers may submit and comply with the e-IPCRF accomplishment a month after the school is no longer used as a quarantine facility, sanitized by the responsible authority, and with certification that the school is ready for the safe return of the teachers and staff.

In view of this, all Regional HRDD Chiefs, through the SDO HRD-SEPS, are directed to submit a consolidated list of schools that are being used as quarantine facilities within their respective regions using the enclosed prescribed format (*see Annex B*).

For inquiries and clarifications, please contact Mr. Carlos B. Llamas III or Mr. Angelo D. Uy of BHROD-HRDD at telephone no: (02) 8470-6630 or email address: carlos.llamas@deped.gov.ph or angelo.uy@deped.gov.ph

For information and guidance.

Annex A

Timeline Related to the Online Submission of e-IPCRF for SY 2019-2020

Activity	Task	Timeline		Responsible Person
		Start	End	
Housekeeping	-Delete and correct the erroneously-uploaded e-IPCRF of teachers -Upload the correct e-IPCRF of teachers	1st week of September	2nd week of September	School e-IPCRF Uploaders
Resumption of uploading of e-IPCRF	- Upload the e-IPCRF for schools which have not complied yet -Continue the uploading for schools which have not completely uploaded all the e-IPCRF	3rd week of September	4th week of September	School e-IPCRF Uploaders
Monitoring of the e-IPCRF Submission	-Monitor the progress of the housekeeping and uploading of the e-IPCRF by school uploaders	1st week of September	4th week of September	School Head
	- Monitor the progress of uploading of schools in the Division Level -Follow-up schools which have not complied in the e-IPCRF online submission -Identify schools which are used as quarantine facilities and accomplish and submit the form (See Annex B) to the Regional Office	1st week of September	4th week of September	HRD-SEPS
	- Monitor the progress of uploading of schools in the Regional Level -Follow-up Divisions which have very low turn-out in the e-IPCRF online submission -Consolidate the list of identified schools which are used as quarantine facilities submitted by the HRD-SEPS and submit the list to the Central Office c/o BHROD-HRDD	1st week of September	4th week of September	HRDD-Education Program Supervisor