



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools  
Division Superintendent**

June 9, 2020

DIVISION MEMORANDUM

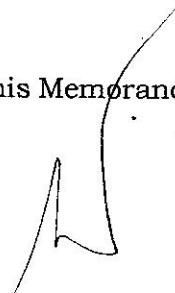
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**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) DATA  
COLLECTION SYSTEM FOR SCHOOL YEAR 2019-2020**

To: Chief, CID and SGOD  
Public Elementary and Secondary School Principals  
School ICT Coordinator  
All Others Concerned

1. Pursuant to Deped Memorandum DM-PHROD- 2020-00162, dated April 30, 2020 from Undersecretary Jesus L.R. Mateo, titled **“Webinar: The Individual Performance Commitment and Review Form (IPCRF) Data Collection System for School Year (SY) 2019-2020”** contents of which are self-explanatory for the information and guidance of all concerned.
2. After the said Webinar, this Office hereby uploads the materials to your Deped email, to be used as a guide in the collection of IPCRF data by the School Head and School ICT Coordinators.
3. The objectives of the IPCRF Materials are the following:
  - A. Prepare teachers, raters, and other Deped personnel who are involved in the Results-based Performance Management System (RPMS) in the implementation of Phase III of the RPMS Cycle for SY 2019-2020 while in the process of transition to new normal in the wake of COVID-19 crisis.
  - B. Orient key RPMS personnel on:
    - Accomplishing the electronic Individual Performance Commitment and Review Form (IPCRF)
    - Submitting the IPCRF of teachers via online
    - Monitoring the submission of the IPCRF of teachers via online
4. The School Heads and School ICT Coordinators are requested to download the materials and make use of such for the collection, consolidation and submission of data to the Regional Office. (cc Division Office) not later than **June 30, 2020**. It is further encouraged to have a strict adherence of the above activity.

5. Immediate dissemination strict compliance of this Memorandum is desired.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/MKP/BCL/fct



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Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

MEMORANDUM  
DM-PHRODFO-2020-00162

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

FROM:   
JESUS L.R. MATEO  
Undersecretary

SUBJECT: *Webinar: The Individual Performance Commitment and Review Form (IPCRF) Data Collection System for School Year (SY) 2019-2020*

DATE: 30 April 2020

The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD), is committed to prepare our teachers, raters, and other DepEd personnel who are involved in the Results-based Performance Management System (RPMS) in implementing the Phase III of the RPMS Cycle which includes year-end review, evaluation of RPMS portfolio, and computation of final rating for School Year (SY) 2019-2020 amid the COVID-19 situation and while transitioning to the new normal.

In Phase III of the RPMS Cycle, it is essential that concerned personnel are adept in:

- accomplishing the electronic Individual Performance Commitment and Review Form (IPCRF);
- submitting the IPCRFs of teachers via online; and
- monitoring the submission of the IPCRFs of teachers via online

In view of this, the BHROD-HRDD is sponsoring a **Webinar titled The IPCRF Data Collection System for SY 2019-2020** in four (4) batches via Google Meet.

Batch	Date	Time	Participants (Regions)
1	12 May 2020	9:00a.m.-11:00a.m	CAR, NCR, Region I, Region II
2	12 May 2020	2:00p.m-4:00p.m	Regions III, IV-A, IV-B, V
3	14 May 2020	9:00a.m.-11:00a.m	Regions VI, VII, VIII
4	14 May 2020	2:00p.m-4:00p.m	Caraga, BARMM, Regions IX, X, XI, XII

BHROD-HRDD/Uy

DepEd Complex, Meralco Ave., Pasig City 1600



8633-7206



8631-8494



[www.deped.gov.ph](http://www.deped.gov.ph)

The expected participants are the following:

**A. Regional Offices (3 participants each)**

1. HRDD Chief
2. RPMS Focal
3. Information Technology Officer (ITO)

**B. Schools Division Offices (3 participants each)**

1. SGOD Chief or Senior Education Program Specialist (SEPS) of HRD Section
2. RPMS Focal
3. Information Technology Officer (ITO)

The identified participants are instructed to accomplish the Google form, access at: <http://bit.ly/IPCRFWebinar> for online registration to the Webinar. The regional and schools division offices are requested to ensure that only the identified participants register online, and that they register on or before **11 May 2020, 5:00p.m.** The meeting details, including the meeting link, will be sent to the participant's email address.

Attached is the official announcement poster of the Google Meet Webinar (see Annex).

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

For information and appropriate action.

ANNEX

Official Webinar Poster

**DepED**  
DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION  
BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Regional HRDD Chief  
Regional RPMS Focal  
Regional Information Technology Officer  
Division SGOD Chief or HRDS SEPS  
Division RPMS Focal  
Division Information Technology Officer

**PARTICIPANTS**

# WEBINAR

## THE IPCRF DATA COLLECTION SYSTEM FOR SY 2019-2020

12 MAY 2020	14 MAY 2020
<b>BATCH 1   9:00AM - 11:00AM</b> (CAR, NCR, R I, R II)	<b>BATCH 3   9:00AM - 11:00AM</b> (R VI, R VII, R VIII)
<b>BATCH 2   2:00PM - 4:00PM</b> (R III, R IV-A, R IV-B, R V)	<b>BATCH 4   2:00PM - 4:00PM</b> (CARAGA, BARMM, R IX, R X, R XI, R XII)

### TOPICS

- How to Accomplish the electronic IPCRF for SY 2019-2020
- How to Submit the electronic IPCRFs of Teachers
- How to Monitor Submission of electronic IPCRFs of Teachers

**Meet**

**MR. KEVIN G. MILO**  
Division ITO, SDO-IGACOS, Region XI  
Resource Person

**MR. JEKYL D. CADUNOG**  
Regional ITO, Region XI  
Treasurer Person

**MR. CARLOS B. LLAMAS III**  
HRDD-HRDD  
Moderator

**MR. ANGELO D. UY**  
HRDD-HRDD  
Moderator