



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **243**, s. 2022

July 6, 2022

**INSTRUCTION ON THE SUBMISSION OF THE INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (IPCRF) OF TEACHERS
FOR SCHOOL YEAR 2021-2022**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Principals

1. Pursuant to Memorandum DM-HROD-2022-1509 dated June 27, 2022 entitled, **Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022**, all public school teachers are instructed to manually accomplish their Individual Commitment and Review Form (IPCRF) for School Year (SY) 2021-2022. This is due to the Department's ongoing development and finalization of the enhanced electronic-IPCRF of teachers and preparation for the implementation of the career progression of teachers.
2. School Heads/Raters and Teachers are instructed to manually proceed with their scheduled RPMS Phase 3 (Performance Review and Evaluation) and Phase 4 (Performance Rewarding and Development Planning) activities using the prescribed OPCRf and IPCRF prescribed in DepEd Order No. 2, s. 2015.
3. The deadline of submission of accomplished IPCRFs of Assistant School Principals, Head Teachers, Master Teachers, Special Education Teachers, Special Science Teachers and Teachers to the Schools Division Office is on Monday, August 15, 2022
4. Immediate dissemination of, and compliance with this Memorandum is directed.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

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