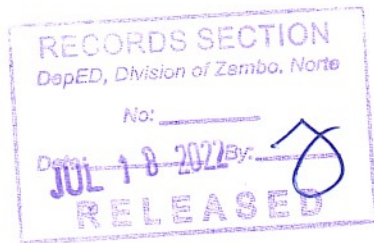




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



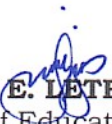
Division Memorandum

No. 262s, 2022

To : PSDS/PICDs
School Head, Public Elementary and Secondary Schools
Teaching Personnel
All Concerned
This Division

From : **VIRGILIO P. BATAN JR., CESO VI**
Schools Division Superintendent

For the Schools Division Superintendent:


JOY E. LETRAN- SINGSON EMD
Chief Education Supervisor, SGOD
In-charge of Office

Subject : **Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for SY 2021-2022**

Date : July 18, 2022

1. This has reference to Memorandum DM-HROD-202201509 dated June 27, 2022 and Memorandum DM-HROD-2022-1702 dated July 6, 2022 from Wilfredo E. Cabral, Regional Director, DepEd NCR and OIC, Office of the Undersecretary, HROD on the Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021- 2022.
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 Office Performance Commitment Form (OPCRF) and IPCRF prescribed in DepEd Order No. 2, s. 2015.
3. Attached are the issuances, and the responses to Frequently Asked Questions (FAQs) received by the Bureau of Human Resource and Organizational Development (BHROD).
4. Kindly contact HRD at 09998842496 or 09176335061 or email at depedzn.hrd@deped.gov.ph for any clarifications and/or assistance.
5. Wide dissemination of this advisory is desired.

HRD/ nret/RIP/IPCRF SY 2021- 2022 / DMO_- 2022/07182022

N-avigating
O-pportunities to
R-e-engineer for
T-ransformation &
E-mpowerment



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"Be and Do Much Better Each Day
with a
Sense of Urgency"



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-1702

TO : ALL REGIONAL OFFICE
ALL SCHOOLS DIVISION OFFICES
ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNS

FROM :  WILFREDO E. CABRAL
*Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development*

SUBJECT : *Clarifications on DM-HROD-2022-1509 (Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022)*

DATE : 6 July 2022

In light of the release of **DM-HROD-2022-1509** or the *Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022* last 01 July 2022, attached to this memorandum are the responses to Frequently Asked Questions (FAQs) received by the Bureau of Human Resource and Organizational Development (BHROD).

For further questions or clarifications, you may contact the BHROD- Human Resource Development Division email address bhrod.hrdd@deped.gov.ph or telephone number: (02) 8470-6630.

For your information and dissemination.

FREQUENTLY ASKED QUESTIONS (FAQS) on DM-HROD-2022-1509
(Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022)

#	FAQs	RESPONSE												
1	Will the DepEd Central Office (CO) release an e-ICPRF for SY 2021-2022?	NO , DepEd CO will not release an e-IPCRF for SY 2021-2022 per DM-HROD-2022-1509 <i>(Instructions on the Submission of the IPCRF of Teachers for School Year 2021-2022)</i>												
	<p>Are schools and/or teachers allowed to develop and/or use their own e-IPCRF for SY 2021-2022?</p> <p>Are there any parameters that can help me determine if the e-IPCRF that I use is legitimate/aligned with the RPMS-PPST issuances of DepEd?</p>	<p>YES, the development and use of an e-IPCRF for SY 2021-2022 created by any DepEd employee may be allowed provided that the tool has the following elements:</p> <ol style="list-style-type: none"> a. Should have all the components of the IPCRF template (Parts I to IV) as prescribed in DepEd Order No. 2, 2015 b. Should contain all 19 indicators of the RPMS-PPST for SY 2021-2022 (DepEd Memorandum No. 004, s. 2022) c. The WEIGHTS PER OBJECTIVE should amount to 100% and be divided as follows: <ol style="list-style-type: none"> a. Obj. 1 to 18 = 5% (<i>per objective</i>) b. Obj 19 (Plus Factor) = 10% d. Should only allow a maximum of two (2) classroom observation ratings e. COT rating should have the following range: <ol style="list-style-type: none"> a. Proficient = 3 to 7 b. Highly Proficient = 4 to 8 f. The QUALITY RATING should be an average of the two (2) COT ratings following the prescribed range in DO 2, s. 2015: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Formula:</u></p> <p style="text-align: center;">AVERAGE x WEIGHT PER OBJECTIVE = FINAL SCORE</p> <p><u>For example:</u></p> <p style="text-align: center;">4 (AVE) x 0.05 (WPO) = 0.250 (FS)</p> </div> <ol style="list-style-type: none"> g. The FINAL SCORE should be three (3) decimal places and computed using the following: formula: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>RANGE</th> <th>ADJECTIVAL RATING</th> </tr> </thead> <tbody> <tr> <td>4.500 - 5.000</td> <td>Outstanding</td> </tr> <tr> <td>3.500 - 4.499</td> <td>Very Satisfactory</td> </tr> <tr> <td>2.500 - 3.499</td> <td>Satisfactory</td> </tr> <tr> <td>1.500 - 2.499</td> <td>Unsatisfactory</td> </tr> <tr> <td>below 1.499</td> <td>Poor</td> </tr> </tbody> </table>	RANGE	ADJECTIVAL RATING	4.500 - 5.000	Outstanding	3.500 - 4.499	Very Satisfactory	2.500 - 3.499	Satisfactory	1.500 - 2.499	Unsatisfactory	below 1.499	Poor
RANGE	ADJECTIVAL RATING													
4.500 - 5.000	Outstanding													
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below 1.499	Poor													

		<p>h. The rating for Part II: Core Behavioral Competencies should follow the 5-likert scale prescribed in DO 2, s. 2015</p> <p>i. Should allow spaces for signature of the Ratee, Rater, and Approving Authority</p>
2	What does “manual accomplishment” mean in DM-HROD-2022-1509?	<p>Manual accomplishment pertains to the following:</p> <p>a. manual encoding and computation of the 19 PPST objectives, weights, and performance indicators using paper-and-pen; or</p> <p>b. encoding and computation using an electronic IPCRF.</p>
4	I found an e-IPCRF that follows the parameters mentioned in No. 2, however, I need to pay a certain fee to use it. Is this allowed?	NO. The IPCRF, whether in manual or digital form, was issued through DO 2, s. 2015 and is therefore for public consumption. Any act of selling and/or illegal distribution of IPCRF and/or e-IPCRF templates are strictly prohibited and subject to administrative action.
5	What do I do if I come across DepEd employees who sell/illegally distribute IPCRF/e-IPCRF templates?	Employees who discover any act of selling and/or illegal distribution of IPCRF/e-IPCRF templates are urged to report the incident to the BHROD-HRDD through e-mail bhrod.hrdd@deped.gov.ph



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-1509

TO : ALL REGIONAL OFFICE
ALL SCHOOLS DIVISION OFFICES
ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNS

FROM :  WILFREDO E. CABRAL
*Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development*

SUBJECT : *Instructions on the Submission of the Individual Performance
Commitment and Review Form (IPCRF) of Teachers for School Year 2021-
2022*

DATE : 27 June 2022

In light of the end of regular classes last June 24, 2022, all public school teachers are instructed to manually accomplish their Individual Performance 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.

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 Office Performance Commitment Form (OPCRF) and IPCRF prescribed in DepEd Order (DO) No. 2, s. 2015 (*Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education*).

For any clarifications or concerns, you may contact BHRD- Human Resource Development Division email address bhrod.hrdd@deped.gov.ph or telephone number: (02) 8470-6630.

For your information and dissemination.