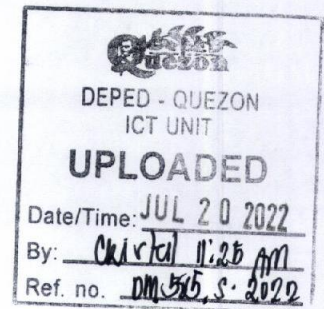




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 July 2022

DIVISION MEMORANDUM
DM No. 585, s. 2022

**CLARIFICATIONS ON DM-HROD-2022-1509 (INSTRUCTIONS ON THE SUBMISSION OF
THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM OF TEACHER
FOR SCHOOL YEAR 2021-2022)**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Division and School Performance Management Team Members
Public School Heads
All Others Concerned

1. For the information and guidance of all concerned, enclosed are updates and directives on the submission of Individual Performance Commitment and Review Form (IPCRF) of teachers.
2. Widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer – In – Charge
Office of the Schools Division Superintendent

Parmjdf07/18/2022

DEPEDQUEZON-TM-SDS-04-009-003



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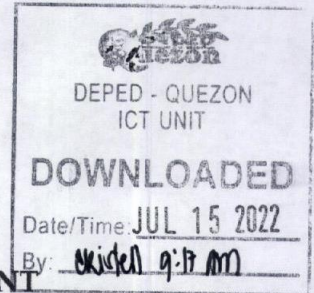
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
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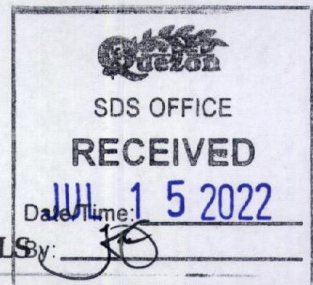
Republika ng Pilipinas
Department of Education

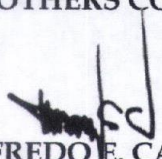
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

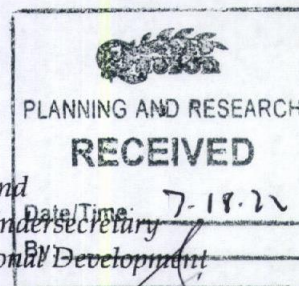


MEMORANDUM
DM-HROD-2022-1702

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



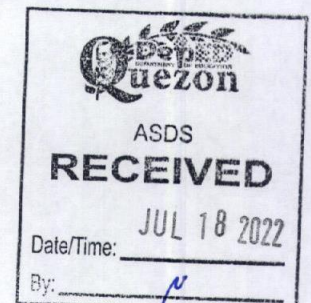
SUBJECT : *Clarifications on DM-HROD-2022-1509 (Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022)*

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@depd.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> <ul 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, 2015b. 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:<ul 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 ratingse. COT rating should have the following range:<ul style="list-style-type: none">a. Proficient = 3 to 7b. Highly Proficient = 4 to 8f. 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: 10px; 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> <ul 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													
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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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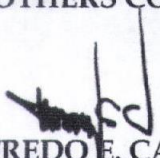
Department of Education

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 BHROD- Human Resource Development Division email address bhrod.hrdd@deped.gov.ph or telephone number: (02) 8470-6630.

For your information and dissemination.