



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

July 13, 2023

DIVISION MEMORANDUM

No. 395 s. 2023

**UTILIZATION OF THE YEAR-END INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM (IPCRF) FOR PROFICIENT AND HIGHLY PROFICIENT
TEACHERS FOR SY 2022-2023**

**To: ALL DISTRICT SUPERVISORS
ALL PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED**

1. In adherence with Memorandum DM-OUHROD-2023-0927. "**Release of the official Electronic IPCRF and Online IPCRF Consolidation System for the Multi-Year RPMS-PPST of Teachers**", this office disseminates the official template for utilization.
2. The said e-IPCRF can be officially downloaded through this link: <https://bit.ly/electronicIPCRF> or by scanning the QR code below;



3. Follow the instruction below how to utilize the template.
 - a. **Download and open the prescribed link IPCRF file shared by the Division HRD/M&E Personnel. (Do not download the template from other sites).**
 - b. Click the drop-down button in "**Select Career Stage**", choose either proficient or highly proficient teachers.
 - c. Click the tab "**Proceed**"
 - d. Click the tab "**AGREE**"
 - e. Enter personal information/personal details.
 - f. Enter your **PERSONAL PASSWORD** and click "**GO**" to lock in your personal information (**do not forget your personal password**).
 - g. Choose and click "**Encoding Part 1 Sheet**". Enter the RATER'S personal details/information.
 - h. Encode data or figures in the **WHITE spaces or cells provided**, then click the "**FINALIZE Part I**" tab when finished, enter your **PERSONAL PASSWORD**, and click **GO**.

- i. Choose and click "**Encoding Part 2 Sheet**". Choose the competencies that you demonstrated during the performance cycle by clicking the small boxes in each item.
 - j. Click "**FINALIZE PART 2**". Enter your personal password, and click **GO**.
 - k. Choose and click "**Part 4: Development Plans**". Read the note indicated in the sheet to guide you on what to do on this part. Your reference in the planning for the intervention for the next school year is the Development Needs reflected on this part and provisions stipulated in Paragraph D of Deped Order 2s. 2015.
 - l. Print Parts 1-4, have it signed, and keep/save a file of your accomplished e-ipcfr for the National Encoding of ratings.
4. The signatories are to be followed as per DEPED Order 2s. 2015 includes the following:

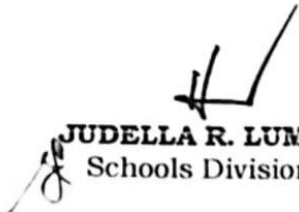
PROFICIENT TEACHERS

Rater: Master Teacher/Head Teacher
Approving: School Head

HIGHLY PROFICIENT TEACHERS

Rater: Principal
Approving: Superintendent

5. Immediate and widest dissemination of this memorandum is desired.


JUDELLA R. LUMPAS, EdD, CESO V
Schools Division Superintendent

