



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

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April 11, 2024

**DIVISION MEMORANDUM**

No. 307 s. 2024

**UTILIZATION OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND  
REVIEW FORM (IPCRF) TEMPLATE FOR PROFICIENT AND HIGHLY  
PROFICIENT TEACHERS FOR SY 2023-2024**

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

1. In adherence with Regional Memorandum no 360s. 2024. "**Updates on DM-OUHROD-2024-090 Guidance and Additional Information on the implementation of the RPMS-PPST for Teachers for SY 2023-2024**", this office disseminates the official template for utilization.
2. The said e-IPCRF can be officially downloaded through this link <https://bit.ly/eIPCRFSY2023-2024>.
3. Follow the instruction below how to utilize the template.
  - a. Open the downloaded file and click Enable Editing.
  - b. Select the appropriate career stage, click proceed, and agree.
  - c. Supply with information about the school and the demographic profile.
  - d. After supplying the needed data, create your own 6-digit password to lock your personal profile and click go (**your created password will be used when re-opening your worksheet to edit your data**).
  - e. Select Encoding Part 1. Enter the ratings of your COT 1-4 and the ratings obtained for the following:
    1. Quality in Objective 9 of KRA 3, Objectives 11-15 of KRA 3, 4, and Plus Factor.
    2. Efficiency in all objectives, except objectives 11-13
    3. Timeliness of objectives 11-15
  - f. Click Finalize Part 1 and lock it with the same password you created.
  - g. Select the Encoding Part 2 sheet. Enter your rating for the Core Behavioral Competencies, and enter a password to lock your worksheet after ratings are supplied to it.
  - h. Select the Part 4 sheet and complete the developmental plans on weak points in the functional competencies and core behavioral competencies.
  - i. Click Finalize Part 4.

- j. Using A4-size bond paper, print parts 1-4 and have them signed by the rater, ratee, and approving authority.

Note: The Macro Manual is only applicable if you encounter compatibility issues with the template on your computer.

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.

*Sherlita*  
**SHERLITA A. PALMA, EdD., CESO VI**  
g Schools Division Superintendent N

