



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

June 3, 2024

DIVISION MEMORANDUM

No. 388 s. 2024

SUBMISSION OF THE IPCRF OF TEACHERS, MASTER TEACHERS, HEAD TEACHERS, ASSISTANT PRINCIPALS, NON-TEACHING PERSONNEL AND THE OPCRf OF SCHOOL HEADS FOR SY 2023-2024

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

1. To comply with the requirements or provisions set in DepEd Order 2s. 2015, this office announces the submission of IPCRF of Teachers, Head Teachers, Assistant Principal, School Heads, and Non-Teaching Personnel.
2. **The deadline for the submission of IPCRFs and OPCRf of all school-based personnel is on or before July 26, 2024.**
3. The IPCRF of Teachers, Head Teachers & Assistant Principals, and School Heads can be downloaded by accessing the following links:

3.1 Teachers and Master Teachers

<https://bit.ly/eIPCRFSY2023-2024>

3.2 Head Teachers and Assistant Principals
Principals or School Heads

<https://tinyurl.com/SY2324-IOPCRF>

3.3 Non-Teaching Personnel

Same Template previously used

4. The Head Teachers (HT) in the Elementary Schools shall prepare the OPCRf (as the school head) rather than the IPCRF, but if it is in the Junior High School, the HT is required to prepare the IPCRF and accomplish a portfolio just as the teachers prepare and accomplish.

5. **The school shall submit the scanned e-copy of the approved IPCRFs and OPCRf parts 1-4 with behavioral core competencies on a single PDF file containing all pages in sequence** within a flash drive to the SGOD-M&E unit on or before July 26, 2024 with the following file arrangements:

4.1 Create a separate folder for Teachers I-III, Master Teachers I-IV, Head Teachers I-VI, Assistant Principal, Principal and Non-Teaching personnel of the school.

4.1 Create a separate folder for the summary of ratings of all school employees including the rating of the principal signed and prepared by the principal.

4.2 Make sure that the files of each personnel to be placed in the folder per position must be in **SINGLE PDF FILE BEARING THE NAME OF THE OWNER** with the following parts/pages:

- a. Signed IPCRF/OPCRF with the final rating
- b. Core behavioral competencies
- c. Signed Summary of ratings
- d. Signed IPCRF/OPCRF Development Plans
- e. Signed list of ratings of all school personnel

4.3 follow the sample table format below in creating the summary of ratings

Last Name, First Name, M.I.	Employee No.	Rating Period Description August 2023 to May 2024 (SY 2023-2024)	Rating	Descriptive Rating
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6. Using A4 size Bond Paper, print parts 1-4 and have them signed by the rater, ratee, and approving authority.

7. **No more hard copies are to be submitted to the division office. Just submit the pdf files of all the school personnel stated in Paragraph 4 save in a flash drive.**

8. **The submission of IPCRF and OPCRf will be done once a year starting SY 2023-2024.**

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

Sherlita A. Palma
SHERLITA A. PALMA, EdD., CESO VI
 OIC - Schools Division Superintendent

