DIVISION MEMORANDUM
No. 115 S. 2019

COLLECTION OF TEACHERS’ IPCRF FOR ESTABLISHMENT OF BASELINE ON THE TEACHERS’ PROFICIENCY LEVEL FOR SY 2018-2019 AND SY 2019-2020

TO: OIC, Office of the Asst. Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in Charge
Public Schools Only

1. Attached is Regional Memorandum No. 86, s. 2019 dated July 4, 2019 re: Collection of Teachers’ IPCRF Data for Establishment of Baseline on Teachers’ Proficiency Level for SY 2018-2019 and SY 2019-2020, content of which is self-explanatory, for information and compliance.

2. Particular attention is invited to paragraphs no. 5 and 6 of DepEd Memorandum DM-PFO-2019-00495.

3. Immediate and wide dissemination of this Memorandum to all concerned is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

July 11, 2019
MEMORANDUM
No. S. 2019

DATE: JUL 10 2019
TIME: 9:47

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July 4, 2019

COLLECTION OF TEACHERS’ IPCRF DATA FOR ESTABLISHMENT OF BASELINE ON TEACHERS’ PROFICIENCY LEVEL FOR SY 2018 - 2019 AND SY 2019-2020

To: Schools Division Superintendents
    Heads of Public Elementary and Secondary Schools


2. Immediate dissemination of this Memorandum is desired.

WILFREDO E. CABRAL
Director III
Officer-in-Charge
Office of the Regional Director

Incl. : As stated
Reference : DepEd Memorandum PFO-2019-00495, s. 2019 dated June 4, 2019
Allotment : 1-2

To be indicated in the PERPETUAL INDEX under the following subjects:

IPCRF DATA PROGRAMS REPORTS

hrdd,jhayr,james05

Work toward excellence... play to win!
MEMORANDUM
DM-PFO-2019-

FOR: Minister of Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: Collection of Teachers’ IPCRF Data for Establishment of Baseline on Teachers’ Proficiency Level for SY 2018-2019 and SY 2019-2020

DATE: 04 June 2019

Pursuant to the stipulation in DepEd Order No. 42, s. 2017 entitled "National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)" that all performance appraisals for teachers shall be based on the PPST, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD), undertook the development of results-based assessment tools in 2018 to align the performance appraisal of teachers embedded in the Results-Based Performance Management System (RPMS) with the PPST. This alignment creates a systematic, objective, and constructive means for assessing teacher performance, identifying capability needs, and providing support for professional development.

The first set of the PPST-aligned RPMS assessment tools were implemented in all 17 regions through a series of trainings for teachers and school heads in 2018. These tools, covering the first 12 PPST indicators, being rolled out for SY 2018-2019 and SY 2019-2020, are as follows:

1. RPMS Tools for Teacher I-III (Proficient Teachers) and Master Teacher I-IV (Highly Proficient Teachers)
2. Classroom Observation Tools (COT) for Teacher I-III and Master Teacher I-IV
3. Electronic Self-Assessment Tools (SAT) for Teacher I-III and Master Teacher I-IV


To better support the continuous professional development of teachers based on the PPST, BHROD seeks to establish baseline data on teachers’ proficiency level on the first 12 PPST indicators. In this connection, all public schools are directed to submit data consolidated from teachers’ Individual Performance Commitment Review Forms (IPCRF) for SY 2018-2019. Encoding of IPCRF ratings into the template forms shall start in the 2nd week of June 2019 and shall end in the

BHROD-HRDD/Roseno
last week of August 2019. Please see the herein attached data collection guide (see Annex 1), for reference.

The following officials/personnel shall be responsible for data collection at each governance level:

<table>
<thead>
<tr>
<th>Governance Level</th>
<th>Focal Office/Person</th>
<th>Task</th>
<th>Schedule of Data Collection &amp; Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Schools</td>
<td>School Head</td>
<td>Encoding and consolidation of IPCRF rating of teachers</td>
<td>2nd week of July 2019, 4th week of August 2019</td>
</tr>
<tr>
<td>Medium &amp; Large Schools</td>
<td>Department Head</td>
<td>Encoding of IPCRF rating of teachers</td>
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<tr>
<td></td>
<td>School Head</td>
<td>Consolidation of IPCRF rating of teachers</td>
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<tr>
<td>Schools Division Office (SDO)</td>
<td>Human Resource Development Section (SDO-HRDS), School Governance and Operations Division (SGOD) Chief</td>
<td>Consolidation of IPCRF Data Consolidation Forms submitted by schools</td>
<td>4th week of August 2019, 1st week of September 2019</td>
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<tr>
<td>Regional Office (RO)</td>
<td>Regional Human Resource Development Division (RO-HRDD), HRDD Chief</td>
<td>Consolidation of IPCRF Data Consolidation Forms submitted by SDOs</td>
<td>1st week of September 2019, 2nd week of September 2019</td>
</tr>
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<td></td>
<td>National Educators Academy of the Philippines-Performance Management Unit and Professional Development Division (NEAP-PMU, NEAP-PDD)</td>
<td>Submission of RPMS Data Consolidation Forms to NEAP for HR development planning</td>
<td></td>
</tr>
</tbody>
</table>

Accuracy and completeness of data must be ensured by the above-named responsible persons/offices at each governance level. In accordance with DepEd Order No. 2, s. 2015, the consolidated data will provide inputs to programs being developed on teachers’ learning and development, and rewards and incentives.

The BHROD-HRDD shall conduct an orientation for all ROs between May and June 2019. The HRDD of all DepEd RoS must organize orientations for all SDOs within their jurisdiction and monitor the progress of data collection. To ensure that adequate support mechanisms are in place, school ICT Coordinators and Information Technology Officers (ITOs) at the SDOs/ROs must provide technical assistance and resources as necessary to School Heads and other offices responsible for data
collection. Particular attention should be given to schools with no or limited access to internet facilities.

The SDO-HRDS is expected to provide a status update on the progress of data collection and consolidation to the RO-HRDD by the 1st week of September 2019 (see Annex 4 for the report template). The ROs shall do the same to the BHROD-HRDD. The receiving offices shall provide feedback to ensure the accuracy and completeness of the submitted data or documents.

For wide dissemination and strict compliance.