Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Gabriel M. Reyes Street, Kalibo, Aklan

July 16, 2019

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

Dear Sirs/Mesdames:

Greetings!

Please find attached Regional Memorandum No. 198, s. 2019, dated July15, 2019, from Director Ma. Gemma M. Ledesma, CESO V, Director III, OIC-Office of the Regional Director, entitled **"Regional Orientation on Teachers' IPCRF Data Collection and Consolidation".**

Participants to this activity are the following:

1. Mrs. Leila L. Pamati-an, SEPS HRDS
2. Mrs. Floradel P. Jamero, ITO I
3. Ms. Sheena Ricka Y. Mamburam, PDO I
4. Mr. Jemar V. Isturis, Principal I
   Laguinbanua Elem. School-Numancia
5. Mrs. Melanie S. Nazareta, Head Teacher I – KISEC-Kalibo

For your information and guidance.

Very truly yours,

Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent

DIVISION LETTER
No. 95, s. 2019

/llp

Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City

JUL 15 2019
Date

REGIONAL MEMORANDUM
No. 198 s. 2019

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
Attention: SGOD Chiefs

Department of Education
Regional Office VI
Duran Street, Iloilo City
RECORDS SECTION
RELEASED
Date JUL 15 2019
By:

FROM : **MA. GEMMA M. LEDESMA, CESO V**
Director III
Officer – in – Charge
Office of the Regional Director

SUBJECT : ***Regional Orientation on Teachers' IPCRF Data Collection and Consolidation***

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1. Per Memorandum DM-PFO-2019-00495 from the Office of Usec Jesus Mateo, re Collection of Teachers' IPCRF Data for Establishment of Baseline on Teachers' Proficiency Level for SY 2018-2019 and SY 2019-2020, the Department of Education Regional Office VI (DepEd RO VI), through the Human Resource Development Division (HRDD) and ICT Unit, will conduct a one-day, live-out **Regional Orientation on the IPCRF Data Collection and Consolidation** on **July 22, 2019** (exclusive of travel time) at the **ICT Conference Room, DepED RO VI, Duran St., Iloilo City.**

2. This activity aims to:
   a. orient the SDOs of the rationale, process and tools for IPCRF data collection and consolidation; and
   b. prepare SDO's action plan for Division Orientation on IPCRF Data Collection and Consolidation.

3. Participants to this activity are the SGOD Chief or his/her representative, Division HRD Specialists, Division IT Officer, two (2) school heads (elementary and secondary) who are computer literate and trainers.

4. Participants are requested to bring the following:
   a. laptop with at least MS Office 2010 and extension cord
   b. copy of at least 5 Teachers' IPCRF for SY 2018-2019 (for the school heads)

5. Since this is a live-out activity, food provision shall be borne by the participants. Opening Program and Orientation Proper will start at 8:00am. Likewise, participants are required to stay until the end of the orientation-workshop.

6. Travel, per diem and other incidental expenses of participants shall be charged against their respective local funds, subject to existing auditing and accounting rules and regulations.

7. It is understood that in the conduct of this activity there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

8. For wide dissemination and appropriate action.

Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2019- 0045

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 J.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

The PPST-based RPMS assessment tools are found in the RPMS Manual. The latest version can be acessed at http://deped.in/RPMSManualver2019.

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

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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 1. Matrix of Responsibility

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

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.