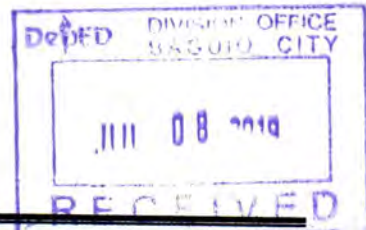


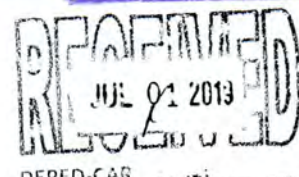


Republic of the Philippines
Department of Education

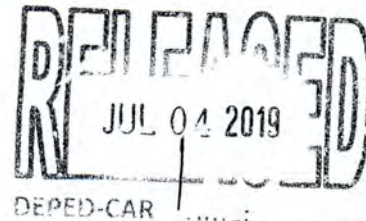


Tanggapan ng Pangalawang Kalihim
 Office of the Undersecretary

MEMORANDUM
 DM-PFO-2019-00495



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 (BHRD), 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 accessed at <http://deped.in/RPMSManualver2019>.

To better support the continuous professional development of teachers based on the PPST, BHRD 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 BHRD-HRDD/Rosero

DepEd Complex, Meralco Ave., Pasig City 1600 ☎ 633-7206/636-6549 📠 631-8494 🌐 www.deped.gov.ph



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Wangal, La Trinidad, Benguet



ENDORSEMENT

July 3, 2019

**TO: SCHOOLS DIVISION SUPERINTENDENTS
 ALL DIVISIONS
 ALL OTHERS CONCERNED**

For information and guidance.

To: All School Administrators, Principals & Teachers In-Charge
 (Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION


MAY B. ECLAR, Ph.D., CESO V
 Regional Director

//ORD/eap

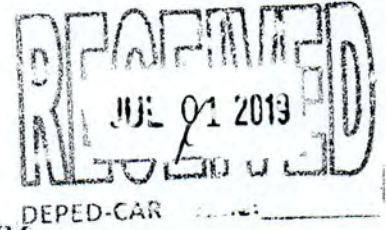

FEDERICO P. MARTIN, Ed.D, CESO VI
 Schools Division Superintendent



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2019-00495



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

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BHROD-HRDD/Rosero

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	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)	Submission of RPMS Data Consolidation Forms to NEAP for HR development planning		

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.

ANNEX 1
GUIDE FOR IPCRF DATA COLLECTION, CONSOLIDATION, AND ANALYSIS

A. Data Gathering Forms

The following Excel-based data gathering forms (see Annex 2) shall be used:

Table 1. Types of Data Gathering Forms

Form Type	Purpose	Person Responsible
IPCRF Rating Collection Form	Record the individual IPCRF rating of teachers	School Head, Department Head
IPCRF Data Consolidation Form	Consolidate the IPCRF data	SDO HRMO, RO HRMO

Editable soft copies of these forms can be accessed through the following link:
<http://deped.in/IPCRFDataForms>.

B. Procedure

1. Encoding of IPCRF Data

Individual ratings of teachers based on the copy of duly approved IPCRF shall be encoded using the IPCRF Rating Collection Form. In small schools, the School Head shall encode the IPCRF data. In medium and large schools, the Department Heads shall encode teachers' IPCRF data within their jurisdiction using the IPCRF Rating Collection Form and submit the accomplished form to the School Head.

2. Consolidation of IPCRF Data at School Level

The School Head shall consolidate the IPCRF ratings using the IPCRF Data Consolidation Form and submit the accomplished form to the SDO by uploading the form to the link provided.

3. Submission and Consolidation of IPCRF Data at SDO, RO, and CO Levels

Designated personnel at the SDO-HRDS shall download the accomplished IPCRF Data Consolidation Forms uploaded by the School Heads in the link provided for the SDO. These submissions shall be further consolidated using the IPCRF Data Consolidation Form for onward submission to the RO-HRDD. Designated personnel at the RO-HRDD shall likewise do the same for submissions from SDOs for onward submission to BHRDD-HRDD.

Links where accomplished forms will be submitted and downloaded will be provided via e-mail by the BHRDD-HRDD. See Annex 3 for the detailed process flow. The BHRDD-HRDD shall furnish NEAP with the consolidated national IPCRF data for Learning and Development Needs Assessment (LDNA) purposes.

All Regional Offices are requested to submit a directory of the official working/active e-mail address of each division to bhrdd@deped.gov.ph for this purpose. Only those e-mail addresses listed in the directory can be used to access the links.

ANNEX 2 IPCRF DATA GATHERING FORMS

IPCRF Rating Collection Form
Teacher I-H (Proficient Teacher)

Name of Employee Teacher I		Division Laguna	
Location Employee ID #		School ID 301262	
Subject Area ENCODING STATUS: OPEN		School Name Nicolas L. Garvez Memorial NHS	
		Classification Rating Period	

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Avg	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plan Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!

Final Rating: #DIV/0!
Adjectival Rating: #DIV/0!

Figure 1: IPCRF Rating Collection Form

Republic of the Philippines
Department of Education
IPCRF DATA CONSOLIDATION FORM
 SY 2018-2019

This tool was created to automate the consolidation of IPCRF Rating Collection Form accomplished by schools. It contains the same report and summary sheets as the collection form and is designed for several levels of consolidation.

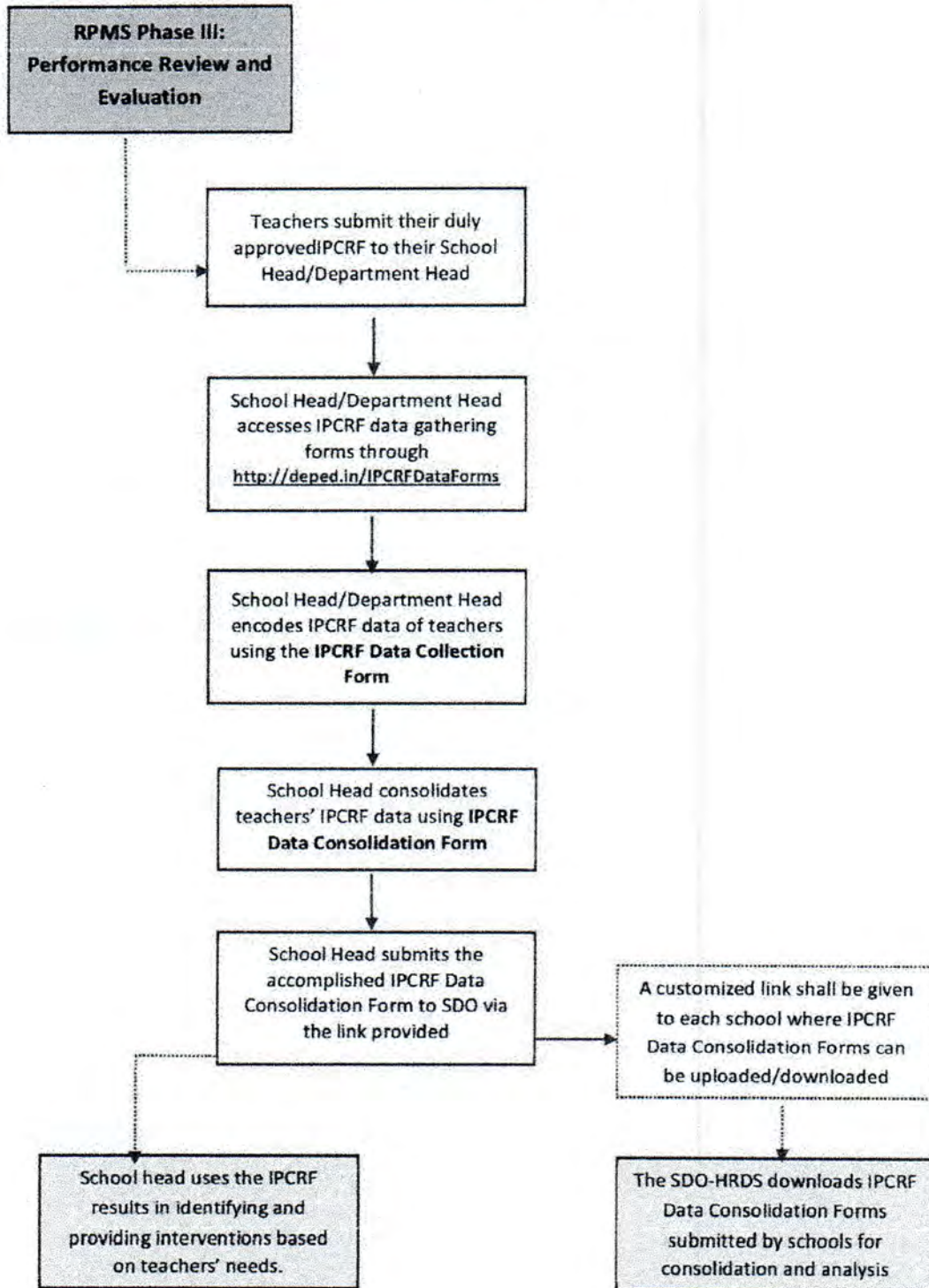
STATUS: OPEN

Figure 2: IPCRF Data Consolidation Form

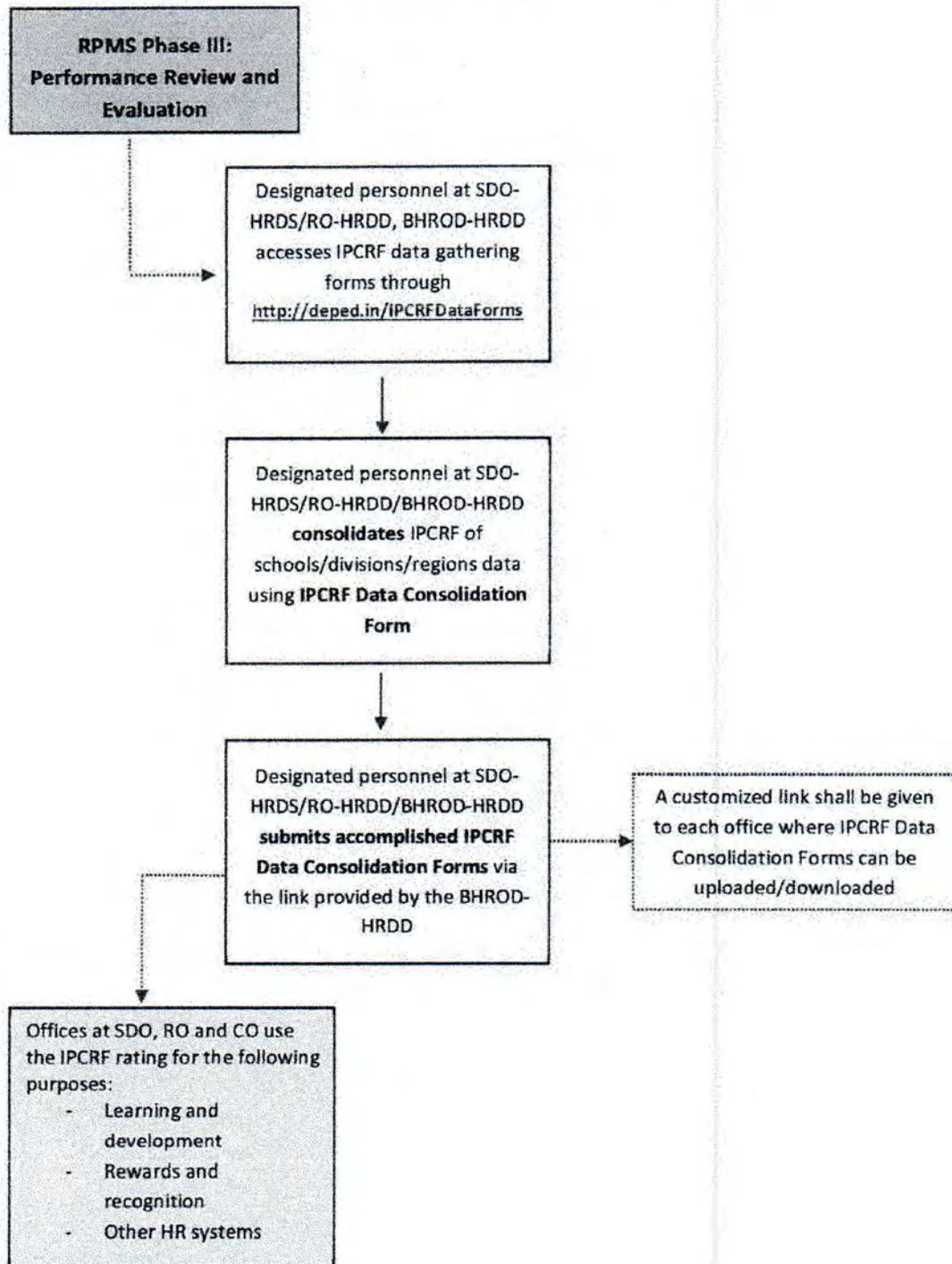
ANNEX 3

PROCESS FLOW FOR RPMS DATA COLLECTION AND CONSOLIDATION

A. Collection, Consolidation and Submission (School to SDO)



B. Collection, Consolidation and Submission (SDO to RO, RO to CO)



ANNEX 4
PROGRESS REPORT TEMPLATE

Region/Division: _____

TIMELINE	PROGRESS <i>(Completion/submission rate of schools/SDOs)</i>	CHALLENGES ENCOUNTERED <i>(Issues and challenges encountered during collection and consolidation of IPCRF data)</i>	ACTIONS DONE <i>(Actions planned and undertaken to address the issues identified)</i>

Prepared by: _____
Signature over Printed Name

**Annex 5:
Links to Google Forms and Folders**

A. Submission from Regional Office to Central Office

1. Regional Offices shall submit the accomplished IPCRF Data Consolidation Form for further consolidation at the Central Office.
2. The Google Form shall be accessed through this link:
<http://deped.in/IPCRFDataCentral>

B. Submission and Consolidation from SDO to Regional Office

Region	Google Form Link <i>(To be accessed by SDO-HRDS to submit the accomplished division IPCRF Data Consolidation Forms)</i>	Google Folder Link <i>(To be accessed by designated RO-HRDDD personnel to download the IPCRF Data Consolidation Forms submitted by SDOs for further consolidation)</i>
Region I	http://deped.in/IPCRFR1Data	http://deped.in/IPCRFDownloadR1
Region II	http://deped.in/IPCRFR2Data	http://deped.in/IPCRFDownloadR2
Region III	http://deped.in/IPCRFR3Data	http://deped.in/IPCRFDownloadR3
Region IV-A	http://deped.in/IPCRFR4AData	http://deped.in/IPCRFDownload4A
Region IV-B	http://deped.in/IPCRFR4BData	http://deped.in/IPCRFDownload4B
Region V	http://deped.in/IPCRFR5Data	http://deped.in/IPCRFDownloadR5
Region VI	http://deped.in/IPCRFR6Data	http://deped.in/IPCRFDownloadR6
Region VII	http://deped.in/IPCRFR7Data	http://deped.in/IPCRFDownloadR7
Region VIII	http://deped.in/IPCRFR8Data	http://deped.in/IPCRFDownloadR8
Region IX	http://deped.in/IPCRFR9Data	http://deped.in/IPCRFDownloadR9
Region X	http://deped.in/IPCRFR10Data	http://deped.in/IPCRFDownloadR10
Region XI	http://deped.in/IPCRFR11Data	http://deped.in/IPCRFDownloadR11
Region XII	http://deped.in/IPCRFR12Data	http://deped.in/IPCRFDownloadSOCCKS
Region XIII	http://deped.in/IPCRFCaragaData	http://deped.in/IPCRFDownloadCaraga
NCR	http://deped.in/IPCRFNCRData	http://deped.in/IPCRFDownloadNCR
CAR	http://deped.in/IPCRFCARData	http://deped.in/IPCRFDownloadCAR
BARMM	http://deped.in/IPCRFBARMMData	http://deped.in/IPCRFDownloadBARMM

C. Submission and Consolidation from Schools to School Division Office

Region	Division	Google Form Link (To be accessed by School Heads to submit the accomplished school IPCRF Data Consolidation Forms)	Google Folder Link (To be accessed by designated SDO-HRDS personnel to download the IPCRF Data Consolidation Forms submitted by schools for further consolidation)
BARMM	Basilan	http://deped.in/IPCRFBASILAN	http://deped.in/IPCRFDownloadBASILAN
	Lamitan City	http://deped.in/IPCRFLAMITAN	http://deped.in/IPCRFDownloadLAMITAN
	Lanao del Sur I	http://deped.in/IPCRFLANAODS1	http://deped.in/IPCRFDownloadLDS1
	Lanao del Sur II	http://deped.in/IPCRFLANAODS2	http://deped.in/IPCRFDownloadLDS2
	Maguindanao I	http://deped.in/IPCRFMAGUINDANAO1	http://deped.in/IPCRFDownloadMGD1
	Maguindanao II	http://deped.in/IPCRFMAGUINDANAO2	http://deped.in/IPCRFDownloadMGD2
	Marawi City	http://deped.in/IPCRFMARAWI	http://deped.in/IPCRFDownloadMRW
	Sulu	http://deped.in/IPCRFSUL	http://deped.in/IPCRFDownloadSUL
Tawi-Tawi	http://deped.in/IPCRFTAWI	http://deped.in/IPCRFDownloadTAWI2	
CAR	Abra	http://deped.in/IPCRFABRA	http://deped.in/IPCRFDownloadABRA
	Apayao	http://deped.in/IPCRFAPAYAO	http://deped.in/IPCRFDownloadAPY
	Baguio City	http://deped.in/IPCRFBAGUIO	http://deped.in/IPCRFDownloadBGU
	Benguet	http://deped.in/IPCRFBENGUET	http://deped.in/IPCRFDownloadBNG
	Ifugao	http://deped.in/IPCRFIFUGAO	http://deped.in/IPCRFDownloadIFU
	Kalinga	http://deped.in/IPCRFKALINGA	http://deped.in/IPCRFDownloadKLNG
	Mt. Province	http://deped.in/IPCRFMTPROVINCE	http://deped.in/IPCRFDownloadMTPRV
	Tabuk City	http://deped.in/IPCRFTABUK	http://deped.in/IPCRFDownloadTBK
NCR	Caloocan City	http://deped.in/IPCRFCALOOCAN	http://deped.in/IPCRFDownloadCLCN
	Las Pinas City	http://deped.in/IPCRFLASPINAS	http://deped.in/IPCRFDownloadLSPNS
	Makati City	http://deped.in/IPCRFMAKATI	http://deped.in/IPCRFDownloadMKT
	Malabon City	http://deped.in/IPCRFMALABON	http://deped.in/IPCRFDownloadMLBN
	Mandaluyong City	http://deped.in/IPCRFMANDALUYONG	http://deped.in/IPCRFDownloadMNDY
	Manila	http://deped.in/IPCRFMANILA	http://deped.in/IPCRFDownloadMNL
	Marikina City	http://deped.in/IPCRFMARIKINA	http://deped.in/IPCRFDownloadMRKN
	Muntinlupa City	http://deped.in/IPCRFMUNTINLUPA	http://deped.in/IPCRFDownloadMNTL
	Navotas City	http://deped.in/IPCRFNAVOTAS	http://deped.in/IPCRFDownloadNVTs
	Paranaque City	http://deped.in/IPCRFPARANAQUE	http://deped.in/IPCRFDownloadPRNQ
	Pasay City	http://deped.in/IPCRFPASAY	http://deped.in/IPCRFDownloadPSY
	Pasig City	http://deped.in/IPCRFPASIG	http://deped.in/IPCRFDownloadPSG
	Quezon City	http://deped.in/IPCRFNCRQUEZON	http://deped.in/IPCRFDownloadQZNC
	San Juan City	http://deped.in/IPCRFSANJUAN	http://deped.in/IPCRFDownloadSNJN
	Taguig City-Pateros	http://deped.in/IPCRFTAPAT	http://deped.in/IPCRFDownloadTAPAT
Valenzuela City	http://deped.in/IPCRFVALENZUELA	http://deped.in/IPCRFDownloadVLNZN	
Region I	Alaminos City	http://deped.in/IPCRFALAMINOS	http://deped.in/IPCRFDownloadALMNS
	Batac City	http://deped.in/IPCRFBATAAC	http://deped.in/IPCRFDownloadBATAAC
	Candon City	http://deped.in/IPCRFCANDON	http://deped.in/IPCRFDownloadCNDN

Region	Division	Google Form Link (To be accessed by School Heads to submit the accomplished school IPCRF Data Consolidation Forms)	Google Folder Link (To be accessed by designated SDO-HRDS personnel to download the IPCRF Data Consolidation Forms submitted by schools for further consolidation)
	Dagupan City	http://deped.in/IPCRFDAGUPAN	http://deped.in/IPCRFDownloadDGPN
	Ilocos Norte	http://deped.in/IPCRFILOCOSNORTE	http://deped.in/IPCRFDownloadIILCSN
	Ilocos Sur	http://deped.in/IPCRFILOCOSUR	http://deped.in/IPCRFDownloadIILCSS
	La Union	http://deped.in/IPCRFLAUNION	http://deped.in/IPCRFDownloadLAU
	Lanag City	http://deped.in/IPCRFLAOAG	http://deped.in/IPCRFDownloadLAOAG
	Pangasinan I	http://deped.in/IPCRFPANGASINAN1	http://deped.in/IPCRFDownloadPNGSN1
	Pangasinan II	http://deped.in/IPCRFPANGASINAN2	http://deped.in/IPCRFDownloadPNGSN2
	San Carlos City	http://deped.in/IPCRFR1SANCARLOS	http://deped.in/IPCRFDownloadR1SCRLS
	San Fernando City	http://deped.in/IPCRFSANFERNANDO	http://deped.in/IPCRFDownloadR1SNERN
	Urdaneta City	http://deped.in/IPCRFURDANETA	http://deped.in/IPCRFDownloadURDNT
	Vigan City	http://deped.in/IPCRFVIGAN	http://deped.in/IPCRFDownloadVIGAN
Region II	Batanes	http://deped.in/IPCRFBATANES	http://deped.in/IPCRFDownloadBTNS
	Cagayan Valley	http://deped.in/IPCRFCAGAYANVALLEY	http://deped.in/IPCRFDownloadCGYV
	Cauayan City	http://deped.in/IPCRFCAUAYAN	http://deped.in/IPCRFDownloadCYN
	Ilagan City	http://deped.in/IPCRFILAGAN	http://deped.in/IPCRFDownloadIILAGAN
	Isabela City	http://deped.in/IPCRFISABELA	http://deped.in/IPCRFDownloadR2ISBL
	Nueva Vizcaya	http://deped.in/IPCRFNVIZCAYA	http://deped.in/IPCRFDownloadNVZCY
	Quirino	http://deped.in/IPCRFQUIRINO	http://deped.in/IPCRFDownloadQRN
	Santiago City	http://deped.in/IPCRFSANTIAGO	http://deped.in/IPCRFDownloadSNTG
	Tuguegarao City	http://deped.in/IPCRFTUGUE	http://deped.in/IPCRFDownloadTUGUE
Region III	Angeles City	http://deped.in/IPCRFANGELES	http://deped.in/IPCRFDownloadANGLS
	Aurora	http://deped.in/IPCRFAURORA	http://deped.in/IPCRFDownloadAURORA
	Balanga City	http://deped.in/IPCRFBALANGA	http://deped.in/IPCRFDownloadBLNG
	Bataan	http://deped.in/IPCRFBATAAN	http://deped.in/IPCRFDownloadBTN
	Bulacan Province	http://deped.in/IPCRFBULACAN	http://deped.in/IPCRFDownloadBLCN
	Cabanatuan City	http://deped.in/IPCRFCABANATUAN	http://deped.in/IPCRFDownloadCBNTN
	Gapan City	http://deped.in/IPCRFGAPAN	http://deped.in/IPCRFDownloadGPN
	Mabalacat City	http://deped.in/IPCRFMABALACAT	http://deped.in/IPCRFDownloadMBLCT
	Malolos City	http://deped.in/IPCRFMALOLOS	http://deped.in/IPCRFDownloadMLOS
	Meycauayan	http://deped.in/IPCRFMEYCAUAYAN	http://deped.in/IPCRFDownloadMYCYN
	Nueva Ecija	http://deped.in/IPCRFNECIJA	http://deped.in/IPCRFDownloadNECI
	Olongapo City	http://deped.in/IPCRFOLONGAPO	http://deped.in/IPCRFDownloadOLNGP
	Pampanga	http://deped.in/IPCRFPAMPANGA	http://deped.in/IPCRFDownloadPMPNG
	San Fernando City	http://deped.in/IPCRFR3SANFERNANDO	http://deped.in/IPCRFDownloadR3SNFRN
	San Jose City	http://deped.in/IPCRFR3SANJOSE	http://deped.in/IPCRFDownloadSJOSE
	San Jose del Monte	http://deped.in/IPCRFSIDELMONTE	http://deped.in/IPCRFDownloadSIDM

Region	Division	Google Form Link (To be accessed by School Heads to submit the accomplished school IPCRF Data Consolidation Forms)	Google Folder Link (To be accessed by designated SDO-HRDS personnel to download the IPCRF Data Consolidation Forms submitted by schools for further consolidation)
	Science City of Munoz	http://deped.in/IPCRFSCMUNOZ	http://deped.in/IPCRFDownloadSCMNZ
	Tarlac City	http://deped.in/IPCRFTARLAC	http://deped.in/IPCRFDownloadTRL.C
	Tarlac Province	http://deped.in/IPCRFTARLACPROV	http://deped.in/IPCRFDownloadTRICP
	Zambales	http://deped.in/IPCRFZAMBALES	http://deped.in/IPCRFDownloadZMBLS
Region IV-A	Antipolo City	http://deped.in/IPCRFANTIPOLO	http://deped.in/IPCRFDownloadANTPL
	Bacoor City	http://deped.in/IPCRFBACOOOR	http://deped.in/IPCRFDownloadBCR
	Batangas City	http://deped.in/IPCRFBATANGASCITY	http://deped.in/IPCRFDownloadBTSC
	Batangas Province	http://deped.in/IPCRFBATANGASPROV	http://deped.in/IPCRFDownloadBTSP
	Binan City	http://deped.in/IPCRFBINAN	http://deped.in/IPCRFDownloadBNN
	Cabuyao City	http://deped.in/IPCRFCABUYAO	http://deped.in/IPCRFDownloadCBY
	Calamba City	http://deped.in/IPCRFCALAMBA	http://deped.in/IPCRFDownloadCLMB
	Cavite City	http://deped.in/IPCRFCAVITECITY	http://deped.in/IPCRFDownloadCVTC
	Cavite Province	http://deped.in/IPCRCAVITEPROV	http://deped.in/IPCRFDownloadCVTP
	Dasmarias City	http://deped.in/IPCRFDASMARINAS	http://deped.in/IPCRFDownloadDSMRNS
	General Trias City	http://deped.in/IPCRFGENTRIAS	http://deped.in/IPCRFDownloadGNTRS
	Imus City	http://deped.in/IPCRFIMUS	http://deped.in/IPCRFDownloadIMUS
	Laguna	http://deped.in/IPCRFLAGUNA	http://deped.in/IPCRFDownloadLGN
	Lipa City	http://deped.in/IPCRFLIPA	http://deped.in/IPCRFDownloadLIPA
	Lucena City	http://deped.in/IPCRFLUCENA	http://deped.in/IPCRFDownloadLCN
	Quezon Province	http://deped.in/IPCRFQUEZONPROV	http://deped.in/IPCRFDownloadQZNP
	Rizal	http://deped.in/IPCRFRIZALPROV	http://deped.in/IPCRFDownloadRZL
	San Pablo City	http://deped.in/IPCRFSANPABLO	http://deped.in/IPCRFDownloadSNPBL
	Sta. Rosa City	http://deped.in/IPCRFSTAROSA	http://deped.in/IPCRFDownloadSTRS
	Tanauan City	http://deped.in/IPCRFTANAUAN	http://deped.in/IPCRFDownloadTNN
	Tayabas City	http://deped.in/IPCRFTAYABAS	http://deped.in/IPCRFDownloadTYBS
Region IV-B	Calapan City	http://deped.in/IPCRFCALAPAN	http://deped.in/IPCRFDownloadCLPN
	Marinduque	http://deped.in/IPCRFMARINDUQUE	http://deped.in/IPCRFDownloadMRNDQ
	Occidental Mindoro	http://deped.in/IPCRFOCCMINDORO	http://deped.in/IPCRFDownloadOCMNDR
	Oriental Mindoro	http://deped.in/IPCRFORIEMINDORO	http://deped.in/IPCRFDownloadORMNDR
	Palawan	http://deped.in/IPCRFPALAWAN	http://deped.in/IPCRFDownloadPLWN
	Puerto Princesa	http://deped.in/IPCRFPPRINCESA	http://deped.in/IPCRFDownloadPRNCS
	Romblon	http://deped.in/IPCRFROMBLON	http://deped.in/IPCRFDownloadRMBLN
Region V	Albay	http://deped.in/IPCRFALBAY	http://deped.in/IPCRFDownloadALBAY
	Camarines Norte	http://deped.in/IPCRFCAMNORTE	http://deped.in/IPCRFDownloadCMNRT
	Camarines Sur	http://deped.in/IPCRFCAMSUR	http://deped.in/IPCRFDownloadCMNSR
	Catanduanes	http://deped.in/IPCRFCATANDUANES	http://deped.in/IPCRFDownloadCTNDNS

Region	Division	Google Form Link (To be accessed by School Heads to submit the accomplished school IPCRF Data Consolidation Forms)	Google Folder Link (To be accessed by designated SDO-HRDS personnel to download the IPCRF Data Consolidation Forms submitted by schools for further consolidation)
	Iriga City	http://deped.in/IPCRFIRIGA	http://deped.in/IPCRFDownloadIRG
	Legazpi City	http://deped.in/IPCRFLEGAZPI	http://deped.in/IPCRFDownloadLGZP
	Ligao City	http://deped.in/IPCRFLIGAO	http://deped.in/IPCRFDownloadLGO
	Masbate Province	http://deped.in/IPCRFMASBATEPROV	http://deped.in/IPCRFDownloadMSBP
	Masbate City	http://deped.in/IPCRFMASBATECITY	http://deped.in/IPCRFDownloadMSBC
	Naga City	http://deped.in/IPCRFR5NAGA	http://deped.in/IPCRFDownloadR5NAGA
	Sorsogon City	http://deped.in/IPCRFSORSOGON	http://deped.in/IPCRFDownloadSRSGNC
	Sorsogon Province	http://deped.in/IPCRFSORSOGONPROV	http://deped.in/IPCRFDownloadSRSGNP
	Tabaco City	http://deped.in/IPCRFTABACO	http://deped.in/IPCRFDownloadTBC
Region VI	Aklan	http://deped.in/IPCRFAKLAN	http://deped.in/IPCRFDownloadAKLAN
	Antique	http://deped.in/IPCRFANTIQUJE	http://deped.in/IPCRFDownloadANTO
	Bacolod City	http://deped.in/IPCRFBACOLOD	http://deped.in/IPCRFDownloadBCLD
	Bago City	http://deped.in/IPCRFBAGO	http://deped.in/IPCRFDownloadBAGO
	Cadiz City	http://deped.in/IPCRFCADIZ	http://deped.in/IPCRFDownloadCDZ
	Capiz City	http://deped.in/IPCRFCAPIZ	http://deped.in/IPCRFDownloadCPZ
	Escalante City	http://deped.in/IPCRFESCALANTE	http://deped.in/IPCRFDownloadESCLNT
	Guimaras	http://deped.in/IPCRFGUIMARAS	http://deped.in/IPCRFDownloadGMRS
	Himamaylan City	http://deped.in/IPCRFHIMAMAYLAN	http://deped.in/IPCRFDownloadHMMYLN
	Iloilo City	http://deped.in/IPCRFILOILOCITY	http://deped.in/IPCRFDownloadILOC
	Iloilo Province	http://deped.in/IPCRFILOILOPROV	http://deped.in/IPCRFDownloadILOP
	Kabankalan City	http://deped.in/IPCRFKABANKALAN	http://deped.in/IPCRFDownloadKBNKLN
	La Carlota City	http://deped.in/IPCRFLACARLOTA	http://deped.in/IPCRFDownloadLCRLT
	Negros Occidental	http://deped.in/IPCRFNEGROSOCC	http://deped.in/IPCRFDownloadNGRSOC
	Passi City	http://deped.in/IPCRFPASSI	http://deped.in/IPCRFDownloadPASSI
	Roxas City	http://deped.in/IPCRFROXAS	http://deped.in/IPCRFDownloadRXS
	Sagay City	http://deped.in/IPCRFSAGAY	http://deped.in/IPCRFDownloadSGY
	San Carlos City	http://deped.in/IPCRFR6SCARLOS	http://deped.in/IPCRFDownloadR6SCL
	Silay City	http://deped.in/IPCRFSILAY	http://deped.in/IPCRFDownloadSILAY
	Sipalay City	http://deped.in/IPCRFSIPALAY	http://deped.in/IPCRFDownloadSPLY
Region VII	Bais City	http://deped.in/IPCRFBAIS	http://deped.in/IPCRFDownloadBAIS
	Bayawan City	http://deped.in/IPCRFBAYAWAN	http://deped.in/IPCRFDownloadBYWN
	Bogo City	http://deped.in/IPCRFBOGO	http://deped.in/IPCRFDownloadBOGO
	Bohol	http://deped.in/IPCRFBOHOL	http://deped.in/IPCRFDownloadBHL
	Carcar City	http://deped.in/IPCRFCARCAR	http://deped.in/IPCRFDownloadCRCR
	Cebu City	http://deped.in/IPCRFCEBUCITY	http://deped.in/IPCRFDownloadCEBUC
	Cebu Province	http://deped.in/IPCRFCEBUPROV	http://deped.in/IPCRFDownloadCEBUP
	Danao	http://deped.in/IPCRFDANA0	http://deped.in/IPCRFDownloadDNO
	Dumaguete City	http://deped.in/IPCRFDUMAGUETE	http://deped.in/IPCRFDownloadDMGT

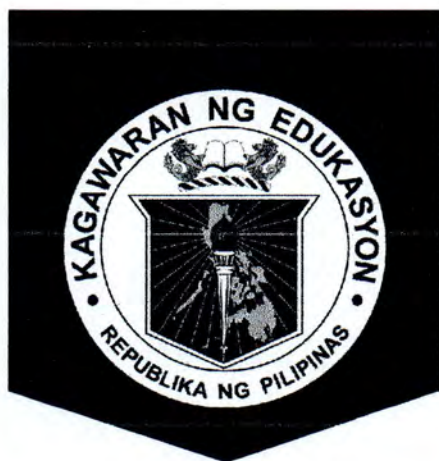
Region	Division	Google Form Link (To be accessed by School Heads to submit the accomplished school IPCRF Data Consolidation Forms)	Google Folder Link (To be accessed by designated SDO-HRDS personnel to download the IPCRF Data Consolidation Forms submitted by schools for further consolidation)	
	Guinhulngan City	http://deped.in/IPCRFGUINHULNGAN	http://deped.in/IPCRFDownloadGNHLN	
	Lapu-Lapu City	http://deped.in/IPCRFLAPULAPU	http://deped.in/IPCRFDownloadLAPU	
	Mandaue City	http://deped.in/IPCRFMANDAUE	http://deped.in/IPCRFDownloadMDNU	
	Naga City	http://deped.in/IPCRFR7NAGA	http://deped.in/IPCRFDownloadR7NAGA	
	Negros Oriental	http://deped.in/IPCRFNEGROSORIENTAL	http://deped.in/IPCRFDownloadNGRSOR	
	Siquijor	http://deped.in/IPCRFSIQUIJOR	http://deped.in/IPCRFDownloadSQJR	
	Tagbilaran City	http://deped.in/IPCRFTAGBILARAN	http://deped.in/IPCRFDownloadTGBLRN	
	Talisay City	http://deped.in/IPCRFTALISAY	http://deped.in/IPCRFDownloadTLYS	
	Tanjay City	http://deped.in/IPCRFTANJAY	http://deped.in/IPCRFDownloadTNJY	
	Toledo City	http://deped.in/IPCRFTOLEDO	http://deped.in/IPCRFDownloadTLDO	
	Region VIII	Baybay City	http://deped.in/IPCRFBAYBAY	http://deped.in/IPCRFDownloadBYBY
		Biliran	http://deped.in/IPCRFBILIRAN	http://deped.in/IPCRFDownloadBLRN
		Borongan City	http://deped.in/IPCRFBORONGAN	http://deped.in/IPCRFDownloadBRGN
		Calbayog City	http://deped.in/IPCRFCALBAYOG	http://deped.in/IPCRFDownloadCLBYG
Catbalogan City		http://deped.in/IPCRFCATBALOGAN	http://deped.in/IPCRFDownloadCTBLGN	
East Samar		http://deped.in/IPCRFEASTSAMAR	http://deped.in/IPCRFDownloadESMR	
Leyte		http://deped.in/IPCRFLEYTE	http://deped.in/IPCRFDownloadLYT	
Maasin City		http://deped.in/IPCRFMAASIN	http://deped.in/IPCRFDownloadMSN	
Northern Samar		http://deped.in/IPCRFNORTHSAMAR	http://deped.in/IPCRFDownloadNSMR	
Ormoc City		http://deped.in/IPCRFORMOC	http://deped.in/IPCRFDownloadORMC	
Southern Leyte		http://deped.in/IPCRFSOUTHLEYTE	http://deped.in/IPCRFDownloadSLYT	
Tacloban City		http://deped.in/IPCRFTACLOBAN	http://deped.in/IPCRFDownloadTCLBN	
Western Samar		http://deped.in/IPCRFWESTSAMAR	http://deped.in/IPCRFDownloadWSMR	
Region IX		Dapitan City	http://deped.in/IPCRFDAPITAN	http://deped.in/IPCRFDownloadDPTN
	Dipology City	http://deped.in/IPCRFDIPOLOG	http://deped.in/IPCRFDownloadDPLG	
	Isabela City	http://deped.in/IPCRFR9ISABELA	http://deped.in/IPCRFDownloadR9ISBL	
	Pagadian City	http://deped.in/IPCRFPAGADIAN	http://deped.in/IPCRFDownloadPGDN	
	Zamboanga City	http://deped.in/IPCRFZAMBOCITY	http://deped.in/IPCRFDownloadZMBC	
	Zamboanga del Norte	http://deped.in/IPCRFZAMBODELNORTE	http://deped.in/IPCRFDownloadZMBDN	
	Zamboanga del Sur	http://deped.in/IPCRFZAMBODELSUR	http://deped.in/IPCRFDownloadZMBDS	
	Zamboanga Sibugay	http://deped.in/IPCRFZAMBOSIBUGAY	http://deped.in/IPCRFDownloadZMBSB	
	Region X	Bukidnon	http://deped.in/IPCRFBUKIDNON	http://deped.in/IPCRFDownloadBKN
		Cagayan de Oro City	http://deped.in/IPCRFCDO	http://deped.in/IPCRFDownloadCDO
Camiguin		http://deped.in/IPCRFCAMIGUIN	http://deped.in/IPCRFDownloadCMGN	
El Salvador City		http://deped.in/IPCRFELSALVADOR	http://deped.in/IPCRFDownloadSLVDR	
Gingog City		http://deped.in/IPCRFGINGOOG	http://deped.in/IPCRFDownloadGNGG	

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	Lanao del Norte	http://deped.in/IPCRFLANAODELNORTE	http://deped.in/IPCRFDownloadLNDN
	Malaybay City	http://deped.in/IPCRFMALAYBALAY	http://deped.in/IPCRFDownloadMLYBLY
	Misamis Occidental	http://deped.in/IPCRFMISAMISOCC	http://deped.in/IPCRFDownloadMSMOC
	Misamis Oriental	http://deped.in/IPCRFMISAMISOR	http://deped.in/IPCRFDownloadMSMOR
	Oroquieta City	http://deped.in/IPCRFOROQUIETA	http://deped.in/IPCRFDownloadORQT
	Ozamis City	http://deped.in/IPCRFOZAMIS	http://deped.in/IPCRFDownloadOZMS
	Tangub City	http://deped.in/IPCRFTANGUB	http://deped.in/IPCRFDownloadTNGB
	Valencia City	http://deped.in/IPCRFVALENCIA	http://deped.in/IPCRFDownloadVLNC
Region XI	Compostela Valley	http://deped.in/IPCRFCOMPVALLEY	http://deped.in/IPCRFDownloadCMPVL
	Davao City	http://deped.in/IPCRFDAVAOCITY	http://deped.in/IPCRFDownloadDVOC
	Davao del Norte	http://deped.in/IPCRFDAVAODELNORTE	http://deped.in/IPCRFDownloadDVODN
	Davao del Sur	http://deped.in/IPCRFDAVAODELSUR	http://deped.in/IPCRFDownloadDVODS
	Davao Occidental	http://deped.in/IPCRFDAVAOCC	http://deped.in/IPCRFDownloadDVOCC
	Davao Oriental	http://deped.in/IPCRFDAVAOOR	http://deped.in/IPCRFDownloadDVOOR
	Digos City	http://deped.in/IPCRFDIGOS	http://deped.in/IPCRFDownloadDGS
	Mati City	http://deped.in/IPCRFMATI	http://deped.in/IPCRFDownloadMATI
	Panabo City	http://deped.in/IPCRFPANABO	http://deped.in/IPCRFDownloadPNB
	Samal City	http://deped.in/IPCRFSAMAL	http://deped.in/IPCRFDownloadSML
	Tagum City	http://deped.in/IPCRFTAGUM	http://deped.in/IPCRFDownloadTGM
	Region XII	Cotabato City	http://deped.in/IPCRFCOTABATOCITY
Cotabato Province		http://deped.in/IPCRFCOTABATOPROV	http://deped.in/IPCRFDownloadCTBTP
General Santos City		http://deped.in/IPCRFGENSAN	http://deped.in/IPCRFDownloadGNSN
Kidapawan City		http://deped.in/IPCRFKIDAPAWAN	http://deped.in/IPCRFDownloadKDPWN
Koronadal City		http://deped.in/IPCRFKORONADAL	http://deped.in/IPCRFDownloadKRNDL
Saranggani		http://deped.in/IPCRFSARANGGANI	http://deped.in/IPCRFDownloadSRNGN
South Cotabato		http://deped.in/IPCRFSCOTABATO	http://deped.in/IPCRFDownloadSCTBT
Sultan Kudarat		http://deped.in/IPCRFSKUDARAT	http://deped.in/IPCRFDownloadSKDRT
Tacurong City		http://deped.in/IPCRFTACURONG	http://deped.in/IPCRFDownloadTCRNG
Caraga	Agusan del Norte	http://deped.in/IPCRFAGUSANDELNORTE	http://deped.in/IPCRFDownloadAGDN
	Agusan del Sur	http://deped.in/IPCRFAGUSANDELSUR	http://deped.in/IPCRFDownloadAGDS
	Bayugan City	http://deped.in/IPCRFBAYUGAN	http://deped.in/IPCRFDownloadBYGN
	Bislig City	http://deped.in/IPCRFBISLIG	http://deped.in/IPCRFDownloadBSLG
	Butuan	http://deped.in/IPCRFBUTUAN	http://deped.in/IPCRFDownloadBUTN
	Cabadbaran City	http://deped.in/IPCRFCABADBARAN	http://deped.in/IPCRFDownloadCBDBRN
	Dinagat Islands	http://deped.in/IPCRFDINAGAT	http://deped.in/IPCRFDownloadDNGT
	Siargao	http://deped.in/IPCRFSIARGAO	http://deped.in/IPCRFDownloadSRGO

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	Surigao City	http://deped.in/IPCRFSURIGAOCITY	http://deped.in/IPCRFDownloadSRGC
	Surigao del Norte	http://deped.in/IPCRFSURIGAODELNORTE	http://deped.in/IPCRFDownloadSRGDN
	Surigao del Sur	http://deped.in/IPCRFSURIGAODELSUR	http://deped.in/IPCRFDownloadSRGDS
	Tandag City	http://deped.in/IPCRFTANDAG	http://deped.in/IPCRFDownloadTNDG

Results-based Performance Management System

Manual for Teachers and School Heads



**Individual Performance Commitment
and Review Form (IPCRF)**

DATA COLLECTION AND CONSOLIDATION

**Guide for School Heads and Other
Human Resource Personnel**

2019

The Results-based Performance Management System (RPMS) Manual for Teachers and School Heads was developed through the Philippine National Research Center for Teacher Quality (RCTQ) with support from the Australian Government through the Basic Education Sector Transformation (BEST) Program.

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FOR TEACHER QUALITY**

This guide is a supplement material to the Results-based Performance Management System (RPMS) Manual for Teachers and School Heads. The RPMS Manual for Teachers and School Heads was developed through the Philippine National Research Center for Teacher Quality (RCTQ) with support from the Australian Government through the Basic Education Sector Transformation (BEST) Program.

Layout by Michael Wilson I. Rosero

TABLE OF CONTENTS

1	Introduction	4
	1.1 How do we use this Manual?	5
	1.2 Why do we need to collect and consolidate teachers' IPCRF data?	5
	1.2 What are the IPCRF data gathering forms?	5
	1.3 What are the roles and responsibilities of School Heads and other human resource personnel in the IPCRF data collection and consolidation?	18
2	Collection of Teachers' IPCRF Ratings	19
	2.1 How do you set up and open the IPCRF data gathering forms?	19
	2.2 How do you encode the IPCRF ratings of teachers using the IPCRF Rating Collection Form?	23
3	Consolidation and Submission of IPCRF Rating	28
	3.1 How do you consolidate the IPCRF ratings of teachers at the school level?	29
	3.2 How do you consolidate the IPCRF data using the IPCRF Data Consolidation Form across governance levels?	35
	3.3. How do you submit the consolidated IPCRF data?	36
4	Use and Analysis of Consolidated IPCRF Data	43
	4.1 How do you view and analyze consolidated IPCRF data of teachers?	43

Glossary of Terms/Acronyms

IPCRF	Individual Performance Commitment and Review Form
IPCRF Rating Collection Form	Form used to collect individual IPCRF ratings of teachers. The form changes accordingly based on the position of the teacher whose data is being encoded.
IPCRF Data Consolidation Form	The form used to consolidate data submitted at school, division and regional levels. There are two consolidation forms: one for elementary schools; and one for secondary schools.
PRAISE	Program on Award and Incentives for Service Excellence; A system that aims to encourage, recognize, recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity (DepEd Order No. 9, s. 2002)
QET	Quality, Efficiency and Timeliness are relevant dimensions of performance indicators of the RPMS Tool.
MOV	Means of Verification
PMT	Performance Management Team; the team in-charge of validating the Outstanding Performance Rating and recommending employees for performance-based rewards (DepEd Order No. 2, s. 2015)

1. Introduction

To better support the continuous professional development of teachers based on the Philippine Professional Standards for Teachers (PPST), the Department of Education, through the Bureau of Human Resource and Organizational Development (BHROD), seeks to establish baseline data on teachers' proficiency level on the first 12 indicators of the PPST. Hence, the DepEd needs to establish an effective mechanism for collection, consolidation and analysis of the RPMS data to obtain such data.

To facilitate the collection and consolidation of IPCRF data of teachers across governance levels, Excel-based data gathering forms were developed. This Manual guides School Heads and other designated personnel at the school, division, regional and national levels in the use of these forms and the process of collection and consolidation of teachers' IPCRF data. It also specifies the roles and responsibilities of personnel responsible for data collection at each governance level.

1.1. How do we use this Manual?

This Manual contains this Introduction and three other chapters that discuss the preliminary details of IPCRF data collection and consolidation system, the tools and processes involved.

The chapters are:

Chapter 1: Introduction

Chapter 2: Collection of Teachers' IPCRF Ratings

Chapter 3: Consolidation and Submission of Consolidated IPCRF Data

Chapter 4: Use and Analysis of Consolidated IPCRF Data

This Manual contains screenshots of Excel-based data gathering forms to guide you on how to use them. It provides step-by-step process on: i) setting up and opening the IPCRF data gathering forms; ii) collection of teacher's IPCRF ratings; iii) consolidation and submission of IPCRF data at different governance levels; and iv) use and analysis of the consolidated data.

The Manual also include the following markers:



Important notes or reminders



Links where the IPCRF data gathering forms and submission forms can be accessed



Signposts indicating that the user can proceed to another major step of data collection and consolidation

1.2. Why do we need to collect and consolidate teachers' IPCRF data?

Pursuant to DepEd Order No. 2, s. 2015, results of RPMS ratings will provide inputs to the following:

- Raters in identifying and providing the kinds of interventions needed, based on the development needs identified;
- Bureau of Human Resource and Organizational Development (BHROD) or National Educators Academy of the Philippines (NEAP) in consolidating and coordinating developmental interventions which shall form part of HR Plan and shall be the basis for rewards and incentives;
- Performance Management Team (PMT) in identifying potential PRAISE Awards nominees for various awards categories such as *Lingkod Bayan Award* and Metrobank Outstanding Teachers; and
- PRAISE Committee in determining top performers of the agency who qualify for awards and incentives.

1.3. What are the IPCRF data gathering forms?

There are two types of Excel-based data gathering forms:

1. **IPCRF Rating Collection Form**, which is used to collect individual IPCRF ratings of teachers. The form changes accordingly based on the position of the teacher whose data is being encoded.
2. **IPCRF Data Consolidation Forms**, which are used to consolidate data submitted at school, division and regional levels. There are two consolidation forms: one for elementary schools; and one for secondary schools.

The screenshot shows an Excel spreadsheet titled "IPCRF Rating Collection Form - Excel". The main title is "IPCRF Rating Collection Form Teacher I-III (Proficient Teacher)".

Employee Information:

- Name of Employee: [Blank]
- Position: Teacher I
- Employee ID #: [Blank]
- Subject Area: [Blank]
- ENCODING STATUS: OPEN

Division and School Information:

- Division: Laguna
- School ID: 301262
- School Name: Nicolas L. Galvez Memorial NHS
- Classification: [Blank]
- Rating Period: Elementary / Secondary

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Ave	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 6	7.5%				#DIV/0!	#DIV/0!
		Objective 7	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
Reset Form	10%	Objective 12	7.5%				#DIV/0!	#DIV/0!
		Objective 13	10%				#DIV/0!	#DIV/0!
							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

At the bottom, there are fields for "Rate" and "Rater" with a "Save" button.

Figure 1.1. IPCRF Rating Collection Form

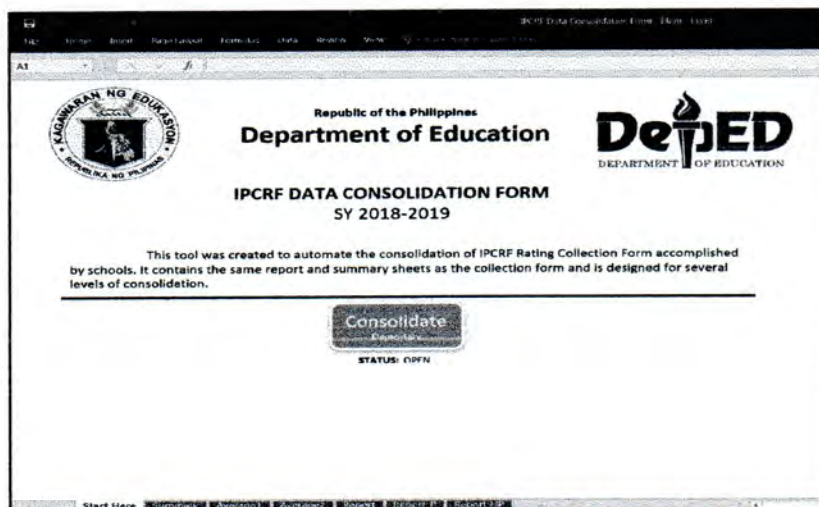


Figure 1.2. IPCRF Data Consolidation Form for Elementary Schools

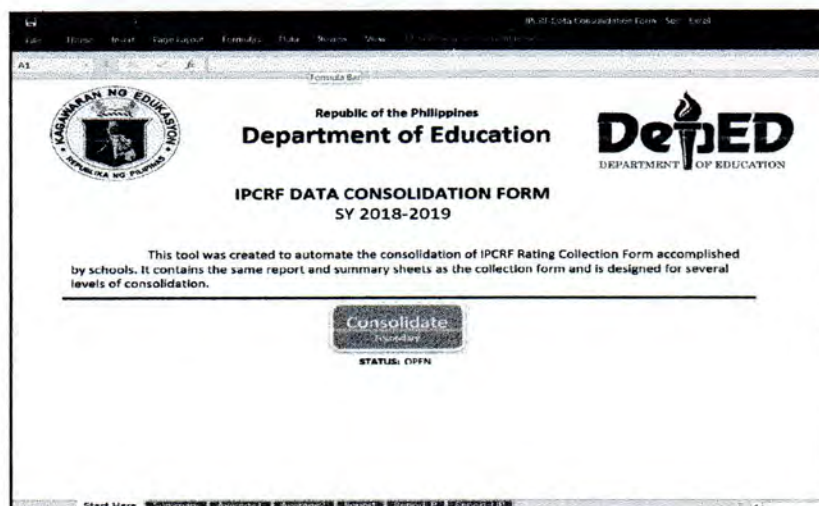


Figure 1.2. IPCRF Data Consolidation Form for Secondary Schools

1.3.1. IPCRF Rating Collection Form

The IPCRF Rating Collection Form is intended to collect IPCRF ratings of teachers at the school level. It consists of eight (8) sheets:

- **IPCRF Sheet**
- **Data Sheet**
- **Summary Sheet**
- **Average1 Sheet**
- **Average2 Sheet**
- **Report Sheet**
- **Report_P Sheet**
- **Report_HP Sheet**

1.3.1.1 IPCRF Sheet

This sheet gathers the IPCRF rating of teachers, as well as other information, including name, position, employee ID, subject area, division, school and school ID, classification, among others.

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Avg	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.337
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
		Objective 6	7.5%	4	4		4.000	0.300
KRA 3	22.5%	Objective 7	7.5%	5	5		5.000	0.375
		Objective 8	7.5%	4	5		4.500	0.337
		Objective 9	7.5%	5	4		4.500	0.337
KRA 4	22.5%	Objective 10	7.5%	5	4		4.500	0.337
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	4.910
							Adjectival Rating	Outstanding

Figure 1.3. IPCRF Sheet of IPCRF Rating Collection Form

Data inputted in this sheet will be automatically consolidated into summary and report sheets.

The IPCRF sheet also tallies the summary of saved ratings per career stage. It also has **“Finalize & Lock”** button to prevent unauthorized modification of the form.

number of saved ratings:

- Proficient: 0
- Teacher I: 0
- Teacher II: 0
- Teacher III: 0
- Highly Proficient: 0
- Master Teacher I: 0
- Master Teacher II: 0
- Master Teacher III: 0
- Master Teacher IV: 0

When all encoding is complete, Finalize & Lock this file before submission to prevent unauthorized modification.

Prepared by: **APOLHARO BABIN** (Head Teacher)
 Certified Correct: **EMILIO AGUIBALDO** (Principal)

Figure 1.4. Lower part of IPCRF Sheet of the IPCRF Rating Collection Form

1.3.1.2. Data Sheet

This sheet contains saved data of teachers and is used to manage those data. While recorded ratings cannot be modified, they can be deleted if the encoder made a mistake.

ID	Name	Position	Rating	Adjectival Rating	Actions
5018067	RIZAL, JOSE P.	Teacher I	4.511	Outstanding	Delete
5016709	IAENA, GRACIANO I	Master Teacher I	4.211	Very Satisfactory	Delete
5016073	BONIFACIO, ANDRES	Teacher II	3.445	Satisfactory	Delete
5016854	LUNA, ANTONIO	Master Teacher II	5.000	Outstanding	Delete
5014563	DE JESUS, GREGORIA	Teacher III	4.060	Very Satisfactory	Delete

Figure 1.5. Data Sheet of the IPCRF Rating Collection Form

1.3.1.3. Summary Sheet

This sheet shows the summary of the number of teachers by position/subject area for each adjectival rating.

Department of Education
Laguna
Nicolas L. Galvez Memorial NHS
IPCRF RATINGS SUMMARY

Proficiency	Position Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	1	0	1
	SUBTOTAL	0	0	1	1	1	3
Highly Proficient	Master Teacher I	0	0	0	1	0	1
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	1	1	2
TOTAL		0	0	1	2	2	5

Figure 1.6. Summary Sheet of the IPCRF Rating Collection Form (by Proficiency)

IPCRF DATA COLLECTION AND CONSOLIDATION

Proficiency	Subject Areas	Adjectival Rating					Subtotal	
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding		
Proficient	Kindergarten	0	0	0	0	0	0	
	Grade 1 (All Subjects)	0	0	0	0	0	0	
	Grade 2 (All Subjects)	0	0	0	0	0	0	
	Grade 3 (All Subjects)	0	0	0	0	0	0	
	Filipino	0	0	0	0	1	1	
	English	0	0	0	0	0	0	
	Mathematics	0	0	0	0	0	0	
	Science	0	0	0	0	0	0	
	Araling Panlipunan	0	0	1	0	0	1	
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0	
	MAPEH	0	0	0	1	0	1	
	TLE/HE	0	0	0	0	0	0	
	TLE/Tech-Voc	0	0	0	0	0	0	
	SPED	0	0	0	0	0	0	
	ALS	0	0	0	0	0	0	
		SUBTOTAL	0	0	1	1	1	3
	Highly Proficient	Kindergarten	0	0	0	0	0	0
Grade 1 (All Subjects)		0	0	0	0	0	0	
Grade 2 (All Subjects)		0	0	0	0	0	0	
Grade 3 (All Subjects)		0	0	0	0	0	0	
Filipino		0	0	0	0	0	0	
English		0	0	0	1	0	1	
Mathematics		0	0	0	0	0	0	
Science		0	0	0	0	1	1	
Araling Panlipunan		0	0	0	0	0	0	
Edukasyon sa Pagpapakatao		0	0	0	0	0	0	
MAPEH		0	0	0	0	0	0	
TLE/HE		0	0	0	0	0	0	
TLE/Tech-Voc		0	0	0	0	0	0	
SPED		0	0	0	0	0	0	
ALS		0	0	0	0	0	0	
		SUBTOTAL	0	0	0	1	1	2
		TOTAL	0	0	1	2	2	5
Prepared by:		Certified Correct:						
<u>APOLINARIO MABINI</u> Head Teacher		<u>EMILIO AGUINALDO</u> Principal						

Figure 1.7. Summary Sheet of the IPCRF Rating Collection Form (Subject Area)

1.3.1.3. Average1 Sheet

This sheet shows averages of rating of teachers in every position for each objective.

KRA	Objectives	Proficient				Highly Proficient				Average (MP)	Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV		
KRA 1	Objective 1	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.900	3.900
	Objective 2	3.500	2.500	3.900	3.167	4.000	5.000	0.000	0.000	4.900	3.700
	Objective 3	5.000	2.500	4.000	3.833	4.000	5.000	0.000	0.000	4.900	4.100
KRA 2	Objective 4	4.000	2.500	4.000	3.500	4.000	5.000	0.000	0.000	4.900	3.900
	Objective 5	4.000	2.500	3.500	3.333	4.000	5.000	0.000	0.000	4.900	3.900
	Objective 6	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.900	3.900
KRA 3	Objective 7	4.000	3.500	4.000	3.833	4.000	5.000	0.000	0.000	4.900	4.100
	Objective 8	5.000	3.500	3.500	4.000	4.000	5.000	0.000	0.000	4.900	4.200
	Objective 9	5.000	3.500	4.000	4.167	4.000	5.000	0.000	0.000	4.900	4.800
KRA 4	Objective 10	4.000	4.500	4.000	4.167	4.500	5.000	0.000	0.000	4.750	4.400
	Objective 11	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
	Objective 12	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
Plus Factor	Objective 13	5.000	5.000	5.000	5.000	5.000	5.000	0.000	0.000	5.000	5.000
Average per Position		4.811	3.445	4.040	3.811	4.211	5.000	0.000	0.000	4.545	4.245

Figure 1.8. Average 1 Sheet of the IPCRF Rating Collection Form

1.3.1.4. Average2 Sheet

This sheet shows averages of rating of teachers per subject area per proficiency level.

Proficiency	Subject Area	KRA 1		KRA 2			KRA 3			KRA 4			Plus Factor	Average per Subject Area	
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11			Objective 12
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	English	4.000	3.500	3.500	4.000	4.000	4.000	4.000	5.000	5.000	4.000	5.000	5.000	3.700	4.811
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	4.000	4.000	4.000	3.000	3.445
	Edukasyon sa Pagpapaliwanag	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	3.500	3.500	4.000	4.000	3.500	3.500	4.000	3.500	4.000	4.000	5.000	5.000	3.500	4.000
	ITL/PE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	ITL/Tech. Voc.	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SFLD	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

Figure 1.9. Average 2 Sheet (Proficient) of the IPCRF Rating Collection Form

	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Grade 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Grade 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Grade 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Edukasyon sa Pagpaparkata	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TLE/IEE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
IT/ITech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SPEP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ALL	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Average	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
AVERAGE PER OBJECTIVE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Figure 1.10. Average 2 Sheet (Highly Proficient) of the IPCRF Rating Collection Form

1.3.1.5. Report Sheet

This sheet tallies the number of teachers per rating for Quality, Efficiency, Timeliness (QET) by position/subject area rating in every objective. Data in this sheet are automatically generated from the encoded ratings in the IPCRF sheet.

Positions	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12	Objective 13
Teacher I	0	0	0	0	0	0	0	0	0	0	0	0	0
Teacher II	0	0	0	0	0	0	0	0	0	0	0	0	0
Teacher III	0	0	0	0	0	0	0	0	0	0	0	0	0
Master Teacher I	0	0	0	0	0	0	0	0	0	0	0	0	0
Master Teacher II	0	0	0	0	0	0	0	0	0	0	0	0	0
Master Teacher III	0	0	0	0	0	0	0	0	0	0	0	0	0
Master Teacher IV	0	0	0	0	0	0	0	0	0	0	0	0	0
Proficient & Proficient	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 1.11. Report Sheet per Position

1.3.1.6. Report_P Sheet

This sheet tallies the total number of Proficient Teachers per QET rating by subject area in every objective.

Figure 1.12. Consolidated Proficient Teachers' IPCRF Rating Report by Subject Area

1.3.1.7. Report_HP Sheet

This sheet tallies the total number of Proficient Highly Teachers per QET rating by subject area in every objective.

Figure 1.13. Consolidated Highly Proficient Teachers' IPCRF Rating Report by Subject Area



Deped Cordillera Administrative Region <car@deped.gov.ph>

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

Human Resource Development Division <bhrod.hrdd@deped.gov.ph>

Mon, Jul 1, 2019 at 9:45 AM

To: DepEd National Capital Region <ncr@deped.gov.ph>, DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley <region2@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, DepED Region IV MIMAROPA <depedmimaropa@yahoo.com>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepED Region VII <deped_ro7@yahoo.com>, Region VIII Eastern Visayas <region8@deped.gov.ph>, RD-IX Isabelita Borres <isabelita.borres@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, DepEdIX ZamPen <region9@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, Deped Cordillera Administrative Region <car@deped.gov.ph>, armm.osec@deped.gov.ph

Dear Sir/Madam,

This is in reference to the attached memorandum dated 04 June 2019 signed by the Undersecretary Jesus L.R. Mateo, relative to the collection of teachers' IPCRF data for S.Y 2018-2019 and SY 2019-2020. To better support the continuous professional development of teachers based on PPST, the BHROD seeks to establish baseline data on teachers' proficiency level on the first 12 PPST indicators.

In connection with this, all schools, divisions and regions are directed to submit data consolidated from teachers' IPCRF for SY. 2018-2019 using the data gathering forms and following the processes stipulated in this memo and the IPCRF Data Collection and Consolidation Guide. For reference, please visit the link: <http://deped.in/IPCRFDataForms>

All Regional Offices are also requested to submit a directory of the official working/active e-mail address of each division to bhrod.hrdd@deped.gov.ph for this purpose.

For inquiries, please contact Mr. Michael Rosero of BHROD-HRDD at 470-6630 or 09174806208.

HUMAN RESOURCE DEVELOPMENT DIVISION
Bureau of Human Resource and Organizational Development

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DM-PFO-2019-00495-Collection of Teachers' IPCRF Data&Manual.pdf
14533K

1.3.2. IPCRF Data Consolidation Form

The IPCRF Data Consolidation Form is intended to automatically consolidate IPCRF data submitted across governance levels. It consists of seven (7) sheets:

- **Start Here Sheet**
- **Summary Sheet**
- **Average 1 Sheet**
- **Average 2 Sheet**
- **Report Sheet**
- **Report_P Sheet**
- **Report_HP Sheet**

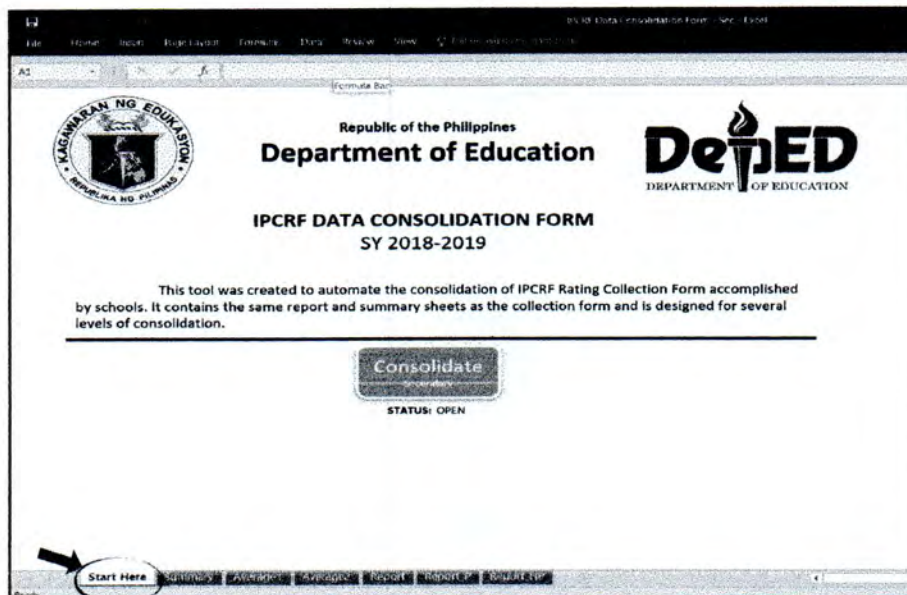


Figure 1.14. Start Here sheet of IPCRF Data Consolidation Form

1.3.2.1 Start Here Sheet

This sheet introduces the IPCRF data consolidation form and contains the consolidation button.

1.3.2.2. Summary Sheet

This sheet shows the summary of the number of teachers by position/subject area for each adjectival rating.

This sheet is partially locked. You can edit and type the name of your school or division and personnel who will prepare and certify this form. See Figures 1.15 and 1.16.

Proficiency	Position Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	2	0	2
	SUBTOTAL	0	0	1	2	1	4
Highly Proficient	Master Teacher I	0	0	0	2	0	2
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	2	1	3
TOTAL	0	0	1	4	2	7	

Figure 1.15. Summary Sheet of IPCRF Data Consolidation Form (Proficiency Level)

Proficiency	Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Kinder	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	1	1
	English	0	0	0	1	0	1
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	0	0
	Araling Panlipunan	0	0	1	0	0	1
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	1	0	1
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
SUBTOTAL	0	0	1	2	1	4	
Highly Proficient	Kinder	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0
	English	0	0	0	1	0	1
	Mathematics	0	0	0	1	0	1
	Science	0	0	0	0	1	1
	Araling Panlipunan	0	0	0	0	0	0
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	0	0	0
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
SUBTOTAL	0	0	0	2	1	3	
TOTAL	0	0	1	4	2	7	

Prepared by: _____ Certified Correct: _____

[Name] [Name]
[Position] [Position]

Figure 1.16. Summary sheet of IPCRF Data Consolidation Form (Subject Area)

1.3.2.3. Average1 Sheet

This sheet shows averages of rating of teachers by position per objective.

Department of Education
[Division]
[School/District Name]

CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY POSITION AND PROFICIENCY

KRA	Objectives	Proficient				Highly Proficient				Average (HP)	Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV		
KRA 1	Objective 1	4.000	0.000	4.500	4.123	4.500	4.000	0.000	0.000	4.147	4.148
	Objective 2	3.667	0.000	4.500	3.879	4.000	4.333	0.000	0.000	4.323	4.024
	Objective 3	3.667	0.000	4.500	3.879	5.000	4.000	0.000	0.000	4.388	4.071
KRA 2	Objective 4	3.833	0.000	5.000	4.125	5.000	4.000	0.000	0.000	4.555	4.216
	Objective 5	3.667	0.000	4.000	3.790	4.000	4.000	0.000	0.000	4.000	3.897
	Objective 6	3.833	0.000	4.000	3.879	5.000	4.000	0.000	0.000	4.555	4.071
KRA 3	Objective 7	3.833	0.000	4.500	4.000	5.000	4.000	0.000	0.000	4.333	4.148
	Objective 8	4.000	0.000	4.500	4.123	5.000	4.000	0.000	0.000	4.388	4.214
	Objective 9	4.333	0.000	4.500	4.379	5.000	4.000	0.000	0.000	4.556	4.587
KRA 4	Objective 10	4.167	0.000	4.000	4.188	5.000	4.000	0.000	0.000	4.556	4.314
	Objective 11	3.778	0.000	4.000	3.888	4.000	4.000	0.000	0.000	4.000	3.909
	Objective 12	3.667	0.000	4.000	3.790	4.000	4.000	0.000	0.000	4.000	3.897
Plus Factor	Objective 13	4.833	0.000	5.000	4.879	5.000	4.000	0.000	0.000	4.555	4.643
Average per Position		3.964	0.000	4.897	4.642	4.929	4.000	0.000	0.000	4.539	

Prepared by: _____ Certified Correct: _____

Start Here Summary **Average1** Average2 Report Report R Report H

Figure 1.17. Average1 Sheet of IPCRF Consolidation Form

1.3.2.4. Average2 Sheet

This sheet shows averages of teachers' rating per subject area and per proficiency level.

Department of Education Laguna Nicolás L. Galvez Memorial National High School															
CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY SUBJECT AREA															
Proficiency	Subject Area	KRA 1			KRA 2			KRA 3			KRA 4			Plus Factor	Average per Subject Area
		Objectiv e#1	Objectiv e#2	Objectiv e#3	Objectiv e#4	Objectiv e#5	Objectiv e#6	Objectiv e#7	Objectiv e#8	Objectiv e#9	Objectiv e#10	Objectiv e#11	Objectiv e#12		
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.500	4.500	4.667	4.667	4.500	4.224
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakata	3.500	3.500	3.500	3.500	3.500	3.500	3.500	4.000	4.000	4.000	4.000	3.333	3.667	4.500
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	4.000	4.000	5.000	4.000	4.500	4.500	5.000	5.000	4.000	4.000	4.667	4.667	4.500	4.449
ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Average		3.833	3.833	4.167	3.833	4.000	4.000	4.167	4.333	4.167	4.167	4.222	4.333	4.500	
Highly Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	English	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Mathematics	4.500	4.000	5.000	5.000	4.000	5.000	5.000	5.000	5.000	5.000	4.000	4.000	5.000	4.662
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakata	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Average		4.500	4.000	5.000	5.000	4.000	5.000	5.000	5.000	5.000	5.000	4.000	4.000	5.000	
AVERAGE PER OBJECTIVE		4.000	3.875	4.375	4.125	4.800	4.250	4.375	4.900	4.375	4.375	4.167	4.150	4.425	4.250

Prepared by: William dela Cruz Head Teacher
 Certified Correct: Jessamine Zapata Principal I

Navigation: Home | Data | Summary | **Average2** | Report | Report P | Report HP

Figure 1.18. Averages per Subject Area

1.3.2.6. Report_P Sheet

This sheet tallies the total number of Proficient Teachers per QET rating by subject area in every objective.

The screenshot shows a web-based reporting interface for the Department of Education (DepEd). The main title is "CONSOLIDATED PROFICIENT TEACHERS' QET RATING REPORT BY SUBJECT AREA". The table lists positions and their corresponding QET ratings (Q1-Q5) for 13 objectives. The bottom navigation bar includes buttons for "Start Here", "Summary", "Generate", "Approve", "Report", "Report_P", and "Report_HP". The "Report_P" button is circled in red.

Figure 1.20. Report Sheet for Proficient Teachers

1.3.2.7. Report_HP Sheet

This sheet tallies the total number of Proficient Highly Teachers per QET rating by subject area in every objective.

The screenshot shows a web-based reporting interface for the Department of Education (DepEd). The main title is "CONSOLIDATED HIGHLY PROFICIENT TEACHERS' QET RATING REPORT BY SUBJECT AREA". The table lists positions and their corresponding QET ratings (Q1-Q5) for 13 objectives. The bottom navigation bar includes buttons for "Start Here", "Summary", "Generate", "Approve", "Report", "Report_P", and "Report_HP". The "Report_HP" button is circled in red.

Figure 1.21. Report Sheet for Proficient Teachers

1.4. What are the roles and responsibilities of School Heads and other HR personnel in the IPCRF data collection and consolidation?

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
Small Schools	School Head	Encoding and consolidation of IPCRF rating of teachers
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
Regional Office (RO)	Regional Human Resource Development Division (RO-HRDD), HRDD Chief	Consolidation of IPCRF Data Consolidation Forms submitted by SDOs
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
	National Educators Academy of the Philippines (NEAP), Performance Management Unit and Professional Development Division	Submission of IPCRF Data Consolidation Forms to National Educators Academy of the Philippines (NEAP) for HR development planning

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 as necessary to School Heads and other offices responsible for data collection.

2. Collection of Teachers' IPCRF Ratings

Following the guidelines stipulated in the DepEd Order No. 2, s. 2015, teachers will submit their RPMS Portfolio for review and evaluation. The teacher and school will agree on the rating based on the MOV submitted, which will conclude at the signing of the IPCRF.

Collection of IPCRF ratings using the Excel-based data gathering forms will start after the submission of accomplished and duly signed IPCRF to the Department Head or School Head. The IPCRF ratings of individual teachers will be encoded using the IPCRF Rating Collection Form.

This section guides the school head and other designated human resource personnel in the process of collection and consolidation of IPCRF data of teachers.



In small schools, the School Head shall encode the IPCRF data. In medium and large schools, the Department Heads shall encode teachers' IPCRF data within their department using the IPCRF Rating Collection Form and submit the accomplished form to the School Head.

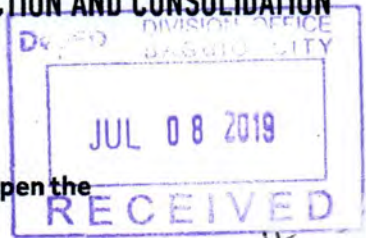
2.1. How do you set up and open the IPCRF data gathering forms?

The school head and other human resource personnel identified in Table 1 (see page 21) are responsible for the collection, consolidation and submission of IPCRF data. The following steps should be undertaken to set up and open the IPCRF data gathering forms.

Step 1: Download the Excel-based data gathering forms from the link provided.



The **IPCRF data gathering forms** can be accessed through the following link:
<http://deped.in/IPCRFDataForms>.



Step 2: Extract the files from the compressed folder and open the IPCRF Rating Collection Form.

The IPCRF Data Package will be downloaded as a compressed file (.rar or .zip), which may look like Figure 2.1 below.

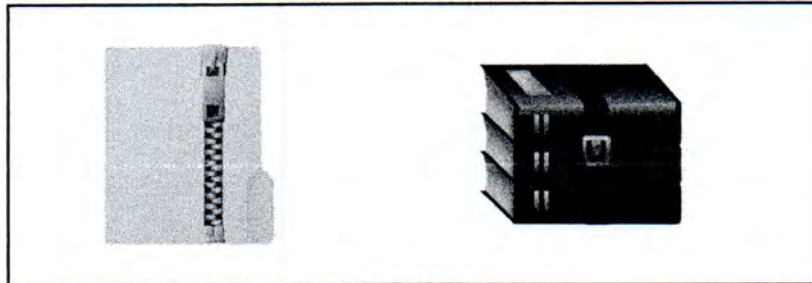


Figure 2.1. Compressed IPCRF Data Package file

Extract the **IPCRF Data Package_vMay2019** from the compressed folder file and **save it on the Desktop**.

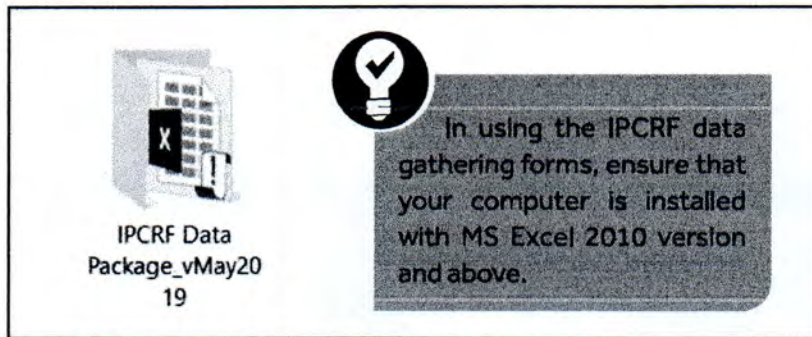


Figure 2.2. Extracted IPCRF Data Package folder

Inside the folder, you will find the following files and folders.

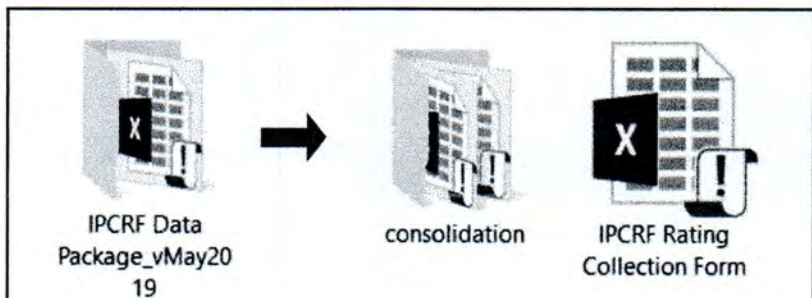


Figure 2.3. Folder structure of IPCRF Data Package folder

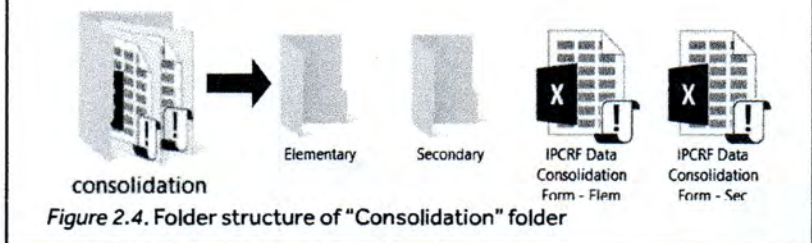


Figure 2.4. Folder structure of "Consolidation" folder

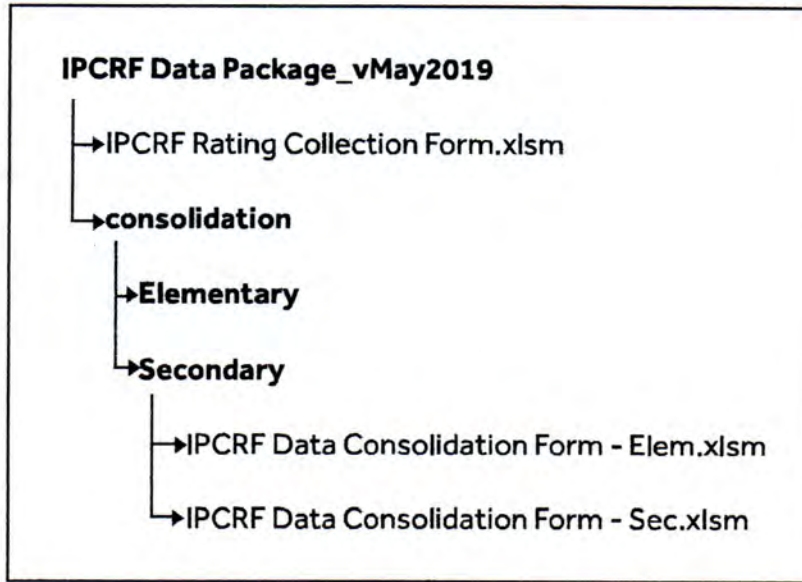


Figure 2.5. Folder structure of IPCRF Data Package_vMay2019 folder

Step 3: Open the IPCRF Rating Collection Form.

IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee: Teacher I
Position: Teacher I
Employee ID #: [Blank]
Subject Area: [Blank]
ENCODING STATUS: OPEN

Division: Laguna
School ID: 301282
School Name: Nicolas L. Galvez Memorial NHS
Classification: [Blank]
Rating Period: Elementary Teacher

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Avg	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
Reset Form							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

Rate: [Blank] Rater: [Blank] Save

Figure 2.6. IPCRF Rating Collection Form

Step 4: Enable Macros

Click "Enable Editing" and "Enable Content".

IPCRF Rating Collection Form
Teacher I-R (Proficient Teacher)

Name of Employee: Teacher I, Division: School ID
Employee ID #: School Name, Classification: Rating Period: SY 2016-2019
Subject Area: ENCODING STATUS: OPEN

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Avg	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
		Objective 4	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
Final Rating							#DIV/0!	#DIV/0!
Adjusted Rating							#DIV/0!	#DIV/0!

PROTECTED VIEW: Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

Figure 2.7. Enabling Editing

IPCRF Rating Collection Form
Teacher I-R (Proficient Teacher)

Name of Employee: Teacher I, Division: School ID
Employee ID #: School Name, Classification: Rating Period: SY 2016-2019
Subject Area: ENCODING STATUS: OPEN

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Avg	Score
				Q	E	T		
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
Final Rating							#DIV/0!	#DIV/0!
Adjusted Rating							#DIV/0!	#DIV/0!

SECURITY WARNING: Macros have been disabled. **Enable Content**

Figure 2.8. Enabling Macros Content



The School Head/Department Head may now encode the IPCRF rating of teachers based on the copy of duly approved IPCRF using the IPCRF Rating Collection Form.

2.2. How do you encode the IPCRF ratings of teachers using the IPCRF Rating Collection Form?

Step 1: Type in teacher's and school's information in the form teacher's information in the required fields, e.g. name of the teacher, position, employee ID, subject area being taught, as well as school's information, e.g. division, school ID, school name and classification.

White cells in the Excel file are required fields and can be edited. On the other hand, black cells are locked and cannot be edited.



Objective	Weight	Final Rating
Objective 1	7.5%	4
Objective 2	7.5%	4
Objective 3	7.5%	4
Objective 4	7.5%	4
Objective 5	7.5%	4
Objective 6	7.5%	4
Objective 7	7.5%	5
Objective 8	7.5%	4
Objective 9	7.5%	4
Objective 10	7.5%	4
Objective 11	7.5%	5
Objective 12	7.5%	5
Objective 13	10%	5
Ave	4.500	4.510

Figure 2.9. IPCRF Sheet of IPCRF Rating Collection Form



- The form changes depending on the position of the teacher, as indicated by its color. The form for Proficient teachers is green, while the form for Highly Proficient teacher is blue.
- For Classification, you may click the drop down arrow and choose between "Elementary" or "Secondary".
- For Subject Area, you choose among the following: Kindergarten, Araling Panlipunan, Grade 1 (All subjects) Edukasyon sa Pagpapakatao, Grade 2 (All subjects) MAPAH, Grade 3 (All subjects) TLE/HE, Filipino, English, Mathematics, ALS, SPED, TLE/Tech-Voc

Step 2: Type the teacher's IPCRF rating. When you are finished typing the ratings, click the Save button.

Type the teacher's rating for Q, E and T. The form automatically computes for the Average and Score. Type the name of the Rater as well.

IPCRF Rating Collection Form
Teacher I-II (Proficient Teacher)

Name of Employee: RIZAL, JOSE P.
Position: Teacher I
Employee ID #: 5010007
Subject Area: Filipino
ENCODING STATUS: OPEN

Division: Laguna
School ID: 301262
School Name: Nicolas L. Galvez Memorial NHS
Classification: Secondary
Rating Period: SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Ave	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.937
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
		Objective 6	7.5%	5	4		4.500	0.337
KRA 3	22.5%	Objective 7	7.5%	4	4		4.000	0.300
		Objective 8	7.5%	5	5		5.000	0.375
		Objective 9	7.5%	5	5		5.000	0.375
KRA 4	22.5%	Objective 10	7.5%	4	4		4.000	0.300
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	1.814
							Adjectival Rating	Outstanding

Rater: ANASTACIO SANTIAGO

Buttons: **Reset Form**, **Save**

Figure 2.10. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Save button.

Clicking the **"Save" button** automatically saves the IPCRF ratings and resets the form. You can now input the data of the next teacher.



You may also use the **"Reset Form"** button to easily delete all data that you put in the form.

IPCRF Rating Collection Form
Master Teacher IV (Highly Proficient Teacher)

Name of Employee: _____
Position: Master Teacher I
Employee ID #: _____
Subject Area: _____
ENCODING STATUS: OPEN

Division: _____
School ID: _____
School Name: _____
Classification: _____
Rating Period: SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Ave	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

Rater: _____

Buttons: **Reset Form**, **Save**

Figure 2.11. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Reset Form button.

The form also tallies the number of saved ratings per position.

Objective	Weight	5	4	3	Weighted Score	Weighted Score
KRA 2 Objective 4	7.5%	5	3		4,000	0,300
KRA 2 Objective 5	7.5%	5	3		4,000	0,300
KRA 2 Objective 6	7.5%	5	3		4,000	0,300
KRA 3 Objective 7	7.5%	5	3		4,000	0,300
KRA 3 Objective 8	7.5%	5	3		4,000	0,300
KRA 3 Objective 9	7.5%	5	3		4,000	0,300
KRA 4 Objective 10	7.5%	5	4		4,500	0,337
KRA 4 Objective 11	7.5%	5	4		4,500	0,337
KRA 4 Objective 12	7.5%	5	4		4,500	0,337
Plus Factor	10%	5	5		5,000	0,500
Total					42,111	

Final Rating: 4.211
Adjectival Rating: Very Satisfactory

Prepared by: APOLINARIO MABINI, Head Teacher
Certified Correct: EMILIO AGUNALDO, Principal

Statistics (circled in red):
Total number of saved ratings: 1
Proficient: 1
Teacher I: 1
Teacher II: 0
Teacher III: 0
Highly Proficient: 0
Master Teacher I: 0
Master Teacher II: 0
Master Teacher III: 0
Master Teacher IV: 0

Figure 2.12. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Statistics part

Step 3. Finalize and lock the form

When all encoding of IPCRF ratings is complete, you may now finalize and lock the form. To do that, scroll down and type the names and position of the personnel in-charge of the preparation of the IPCRF rating collection form and the approving authority.

Objective	Weight	5	4	3	Weighted Score	Weighted Score
KRA 4 Objective 8	7.5%	5	4		4,500	0,337
KRA 4 Objective 10	7.5%	5	4		4,500	0,337
KRA 4 Objective 11	7.5%	5	5	5	5,000	0,375
KRA 4 Objective 12	7.5%	5	5	5	5,000	0,375
Plus Factor	10%	5	5		5,000	0,500
Total					45,100	

Final Rating: 4.518
Adjectival Rating: Outstanding

Prepared by: APOLINARIO MABINI, Head Teacher
Certified Correct: EMILIO AGUNALDO, Principal

Statistics:
Total number of saved ratings: 0
Proficient: 0
Teacher I: 0
Teacher II: 0
Teacher III: 0
Highly Proficient: 0
Master Teacher I: 0
Master Teacher II: 0
Master Teacher III: 0
Master Teacher IV: 0

(The 'Prepared by' and 'Certified Correct' fields are circled in red)

Figure 2.13. Lower part of IPCRF Sheet of IPCRF Rating Collection Form

When all encoding is complete, click **"Finalize & Lock"** to prevent unauthorized modification.

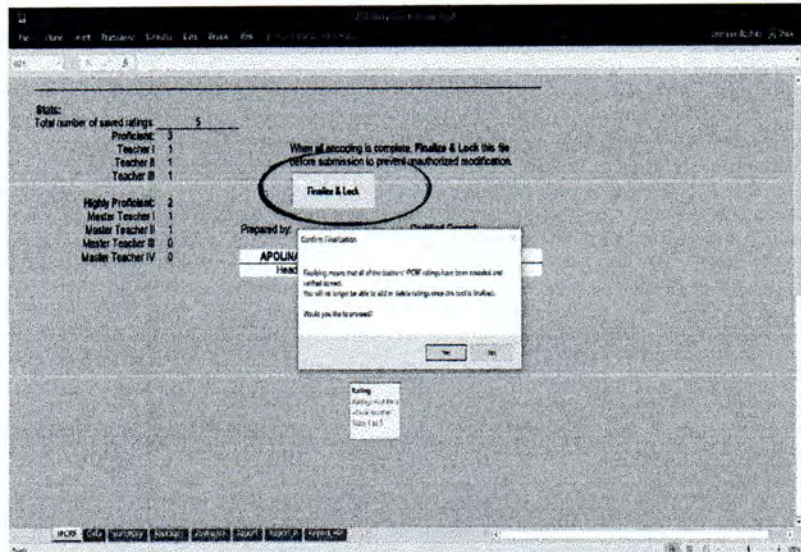


Figure 2.14. Finalizing and locking the IPCRF Rating Collection Form

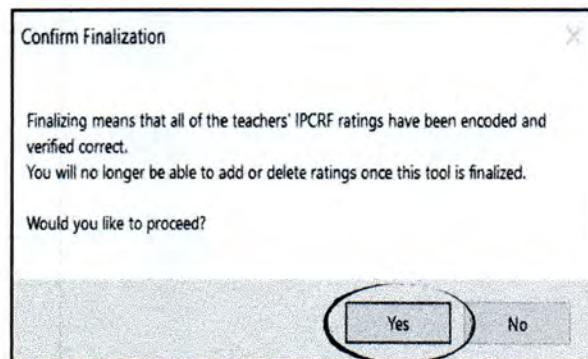


Figure 2.15. Prompt confirming finalization of IPCRF Rating Collection Form

You will be asked to type your desired password. Enter a password (minimum of 6 characters) with which to lock your file. The same password will be required to unlock the form, if needed.

Click **"Finalize"**.



Once the form is finalized and locked, adding or deleting ratings will no longer be permitted.

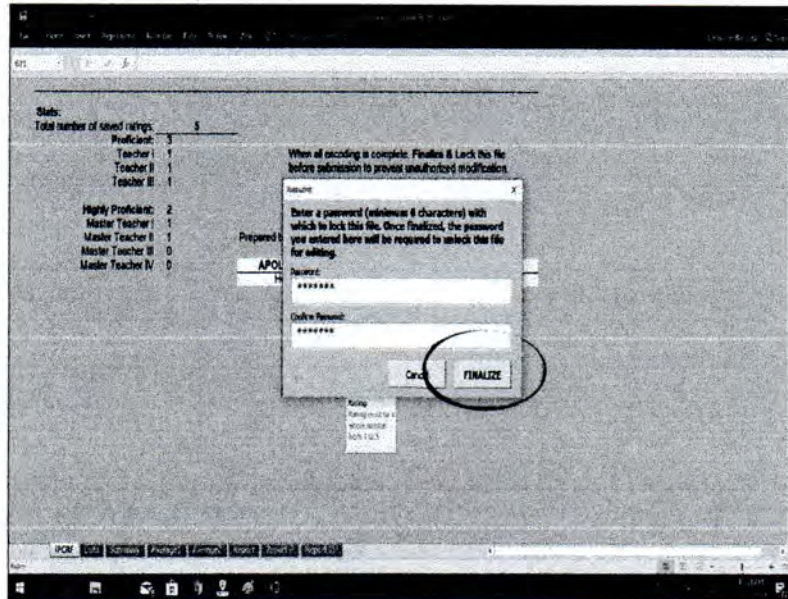


Figure 2.16. Finalizing and locking the IPCRF Rating Collection Form



The form automatically turns red to indicate that the form has been locked.

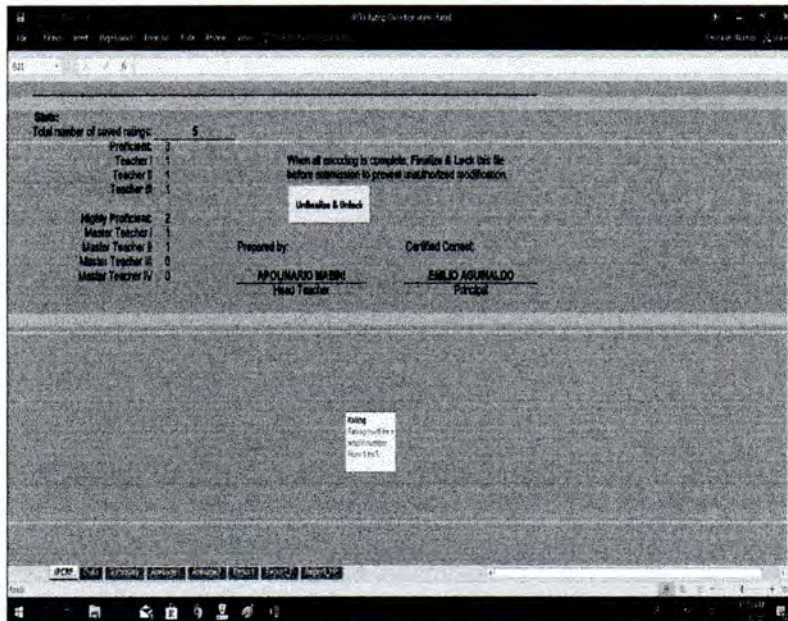


Figure 2.17. Finalized and locked IPCRF Rating Collection Form

If you wish to modify and manage the data, click **“Unfinalize and Unlock”** and enter the password you created.

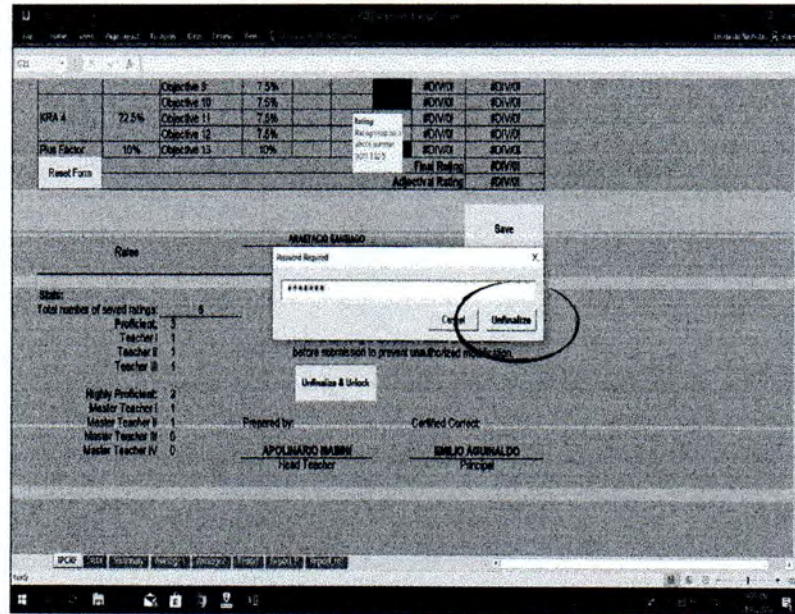


Figure 2.18. Unlocking the IPCRF Rating Collection Form

3. Consolidation and Submission of IPCRF Ratings

The IPCRF Rating Consolidation Form is intended to consolidate teachers' IPCRF Rating Collection Forms. This form can be used to consolidate IPCRF ratings at different governance levels.

3.1. How do you consolidate IPCRF ratings at the school level?

3.1.1. Consolidation in Small Schools

In small schools, the School Head will be responsible for the encoding of the IPCRF rating using the IPCRF Rating Collection Form. The School Head will then consolidate the IPCRF ratings using the IPCRF Data Consolidation Form.

3.1.2. Consolidation in Medium and Large Schools

In medium and large schools, the collection of IPCRF rating will start at the department level. Department Heads will be responsible for gathering duly accomplished IPCRF for their department. They will then encode the IPCRF ratings using the IPCRF Rating Collection Form. Accomplished IPCRF Rating Collection Forms will be submitted to the School Head. The School Head will consolidate the forms using the IPCRF Data Consolidation Form.

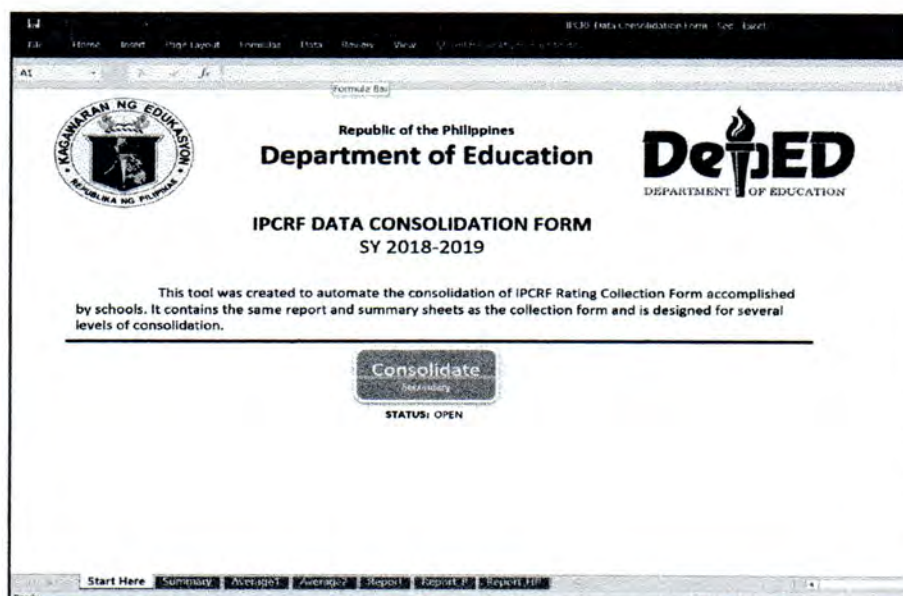


Figure 3.1. IPCRF Data Cnsolidation Form



Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the Schools Division Office for further consolidation.

To consolidate the forms, do the following:

Step 1: Move the accomplished IPCRF Rating Collection Form in the appropriate folder inside the Consolidation folder.

The data is automatically saved once you closed the IPCRF Rating Collection Form. Make sure that the form is finalized and locked.

Open the "Consolidation" folder.

Move the accomplished IPCRF Rating Collection Form in the folder appropriate to your school classification.

If your school is in elementary, move the form into the **Elementary** folder. If your school is in the secondary, move it into the **Secondary** folder.

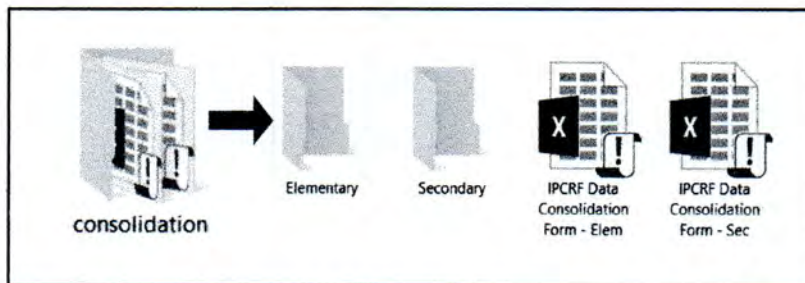


Figure 3.2. Folder structure of IPCRF Data Package folder



The School Head may now consolidate the IPCRF Rating Collection Form.

Step 2: Open the IPCRF Data Consolidation Form appropriate to your school classification.

Step 3: Enable Macros.

Click **"Enable Editing"** and **"Enable Content"**.

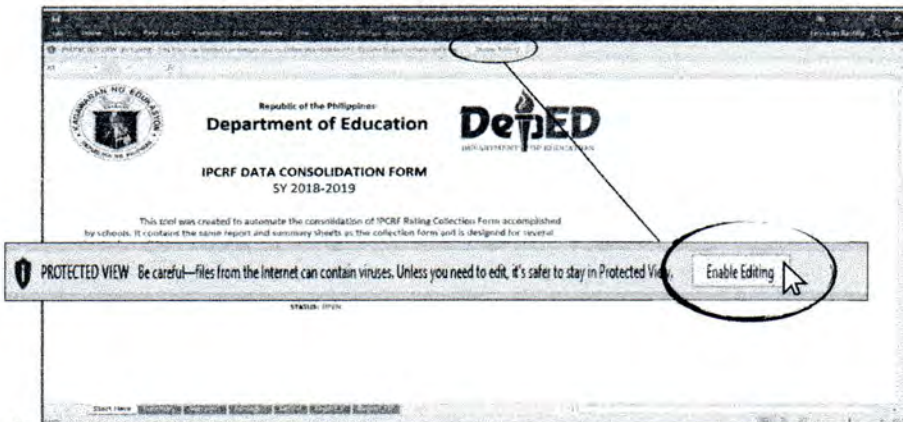
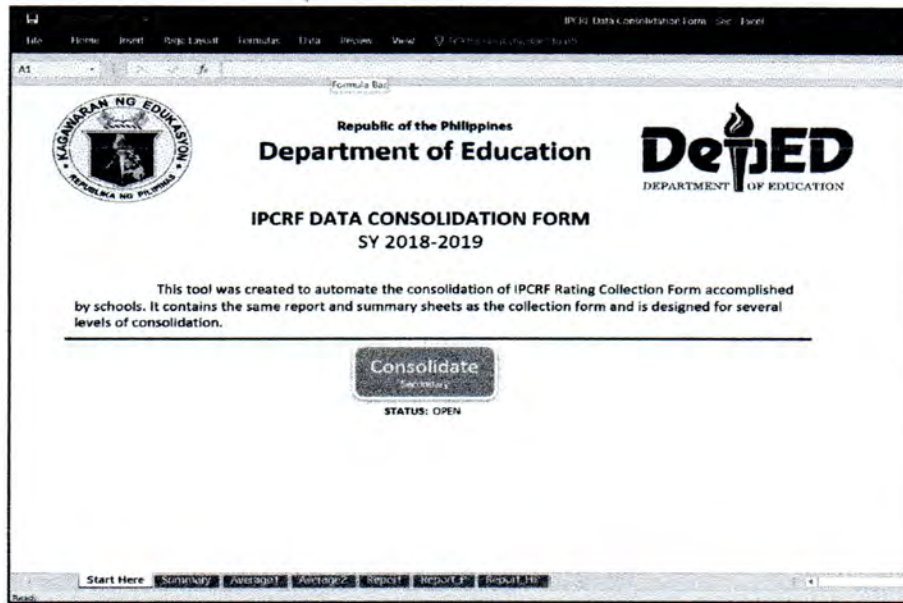


Figure 3.3. Enabling Editing

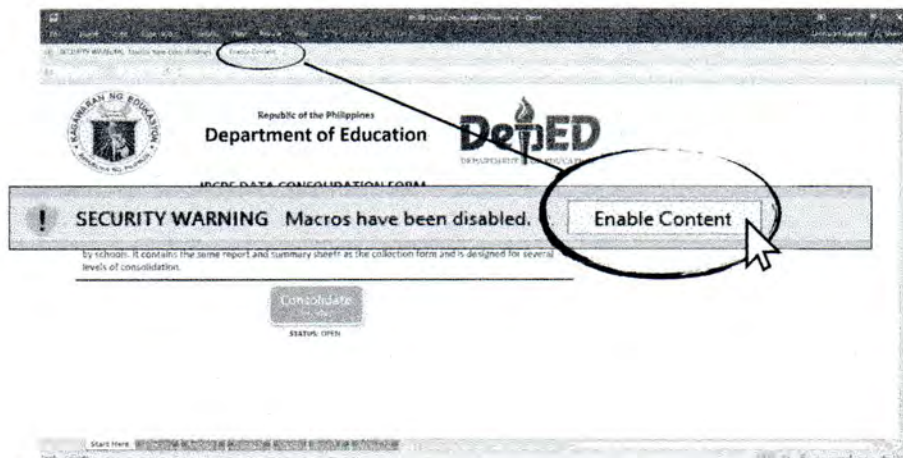


Figure 3.4. Enabling Macros Content

Step 4: Consolidate the IPCRF Rating Collection Form.
Click the green button "Consolidate".

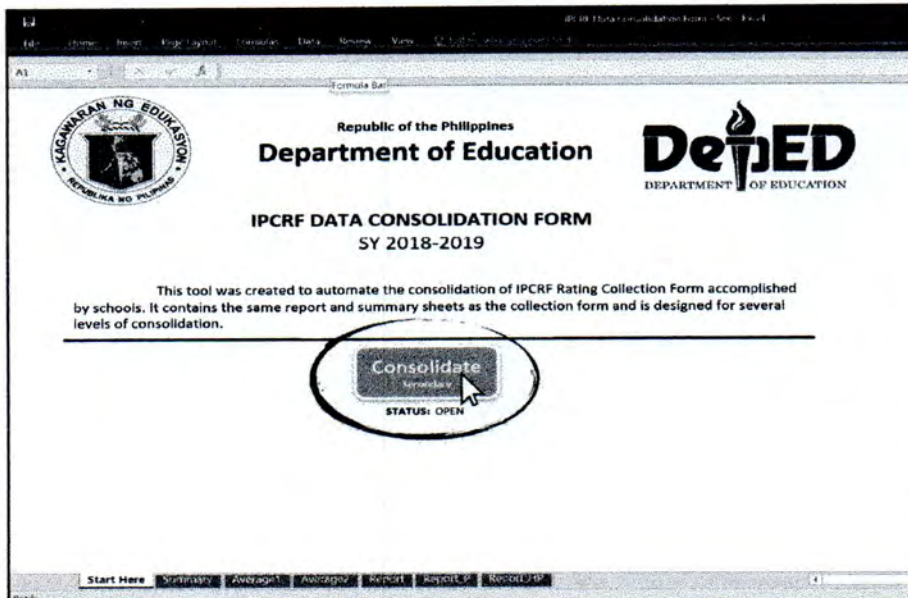


Figure 3.5. Consolidating IPCRF data

Step 5: Select the folder where the IPCRF Rating Collection Forms are stored.
Click "OK" to commence the process of consolidation.

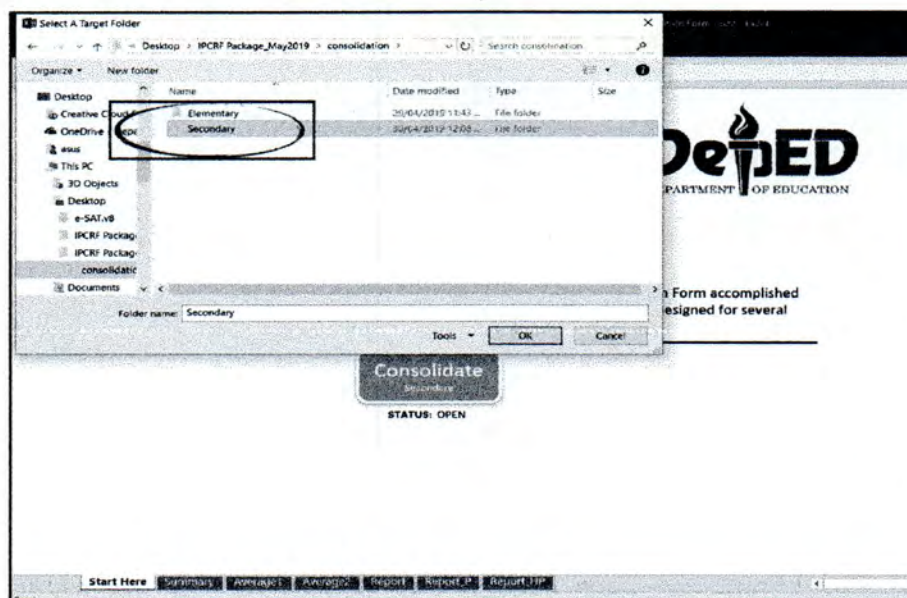


Figure 3.6. Selecting folder for consolidation

Step 5: Wait for the consolidation process to finish.

A progress bar will show the percentage of completion and the number of files being consolidated.

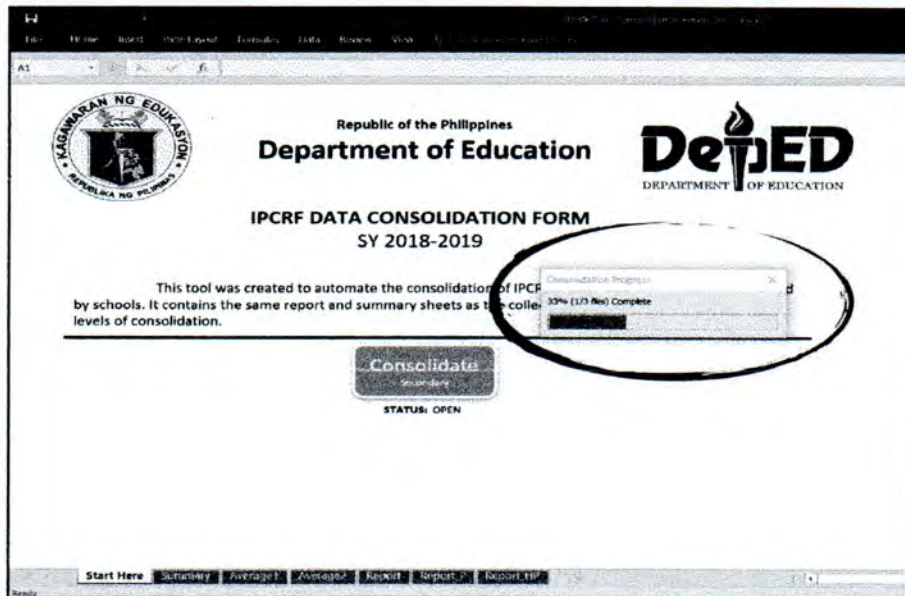


Figure 3.7. Ongoing consolidation process

Once the consolidation process is finished, a prompt will indicate that files (IPCRF Rating Consolidation Forms) were successfully consolidated and locked.

Click "OK".

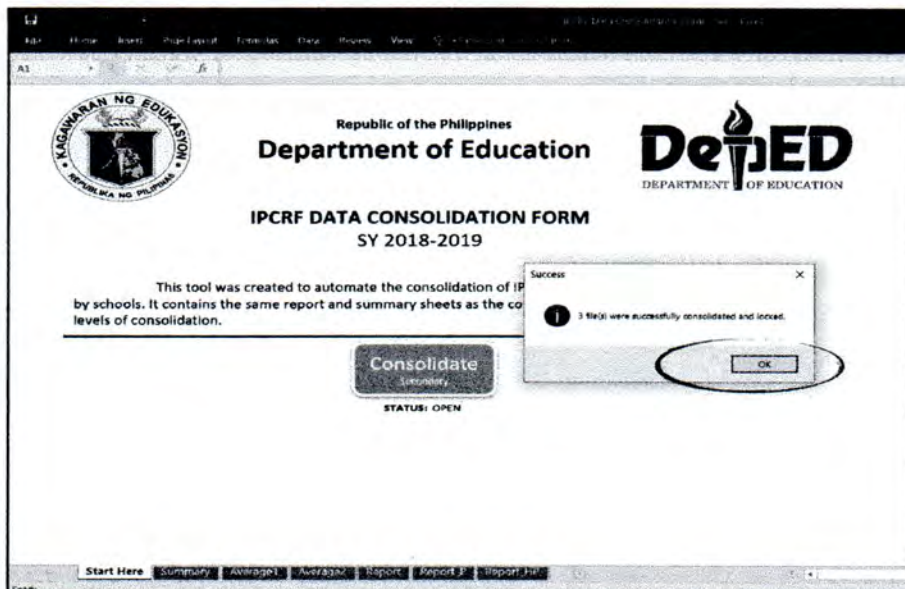


Figure 3.8. A prompt indicating that the data is successfully consolidated

You will be redirected to the Report sheet.

The screenshot shows an Excel spreadsheet with the following structure:

- Header:** Department of Education (Doe), Consolidated Proficiency Teachers' IPCRF Ratings Report by Subject Area.
- Columns:** Objectives 1 through 12, each with sub-columns for 'Q', 'E', 'T', and 'G'.
- Rows:** Categorized by subject area (e.g., Mathematics, English, Science) and then by grade level (e.g., Grade 1, 2, 3, 4, 5).
- Data:** Numerical ratings (e.g., 0, 1, 2, 3) are entered in the data cells.
- Footer:** Includes 'Start Here' and 'Report.P' tabs.

Figure 3.9. Report sheet of Proficiency Teachers



At this point, you may now explore the other sheets to view consolidated report of IPCRF data of teachers.

Step 5: Save and rename your file by adding the name/initials of your school at the end, e.g.,

IPCRF Data Consolidation Form - Sec - BitinNHS



The accomplished IPCRF Data Consolidation Form Excel file shall be submitted to the School Division Office (SDO) for further consolidation and analysis through the link provided. Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the SDO.

3.2. How do you consolidate IPCRF Data using the IPCRF Data Consolidation Form across governance levels?

Designated personnel at the SDO, RO and CO human resource offices shall download the accomplished IPCRF Data Consolidation Forms through the link provided for their SDOs and ROs. The same process of consolidation using the IPCRF Data Consolidation Form shall be followed. **See pages 33-36.**



A customized link will be given by the BHRD-HRDD to each SDO/RO from where IPCRF Data Consolidation Forms submitted by schools/SDOs can be downloaded.

Do the following steps:

Step 1: Download the IPCRF data gathering forms from the link: <http://deped.in/IPCRFDataForms>.

Step 2: Extract the IPCRF data gathering forms from the compressed file.

Step 3: Download the IPCRF Data Consolidation Forms submitted by schools/SDO.

Step 4: Move the IPCRF Data Consolidation Forms to the appropriate folder.

Step 5: Open the IPCRF Data Consolidation Form appropriate to the school classification.

Step 6: Enable Macros.

Step 7. Consolidate the IPCRF Data Consolidation Forms.

Step 8: Wait for the consolidation process to finish.

Step 9: Save and rename your file by adding the name of your division at the end, e.g.,

IPCRF Data Consolidation Form - Sec - Laguna

3.3. How do you submit the consolidated IPCRF data?

All public schools are expected to submit consolidated IPCRF data. Likewise, schools division offices are required to submit consolidated IPCRF data to their Regional Office; Regional Offices are to submit consolidated IPCRF data to BHROD-HRDD. The consolidated data will provide inputs to programs being developed on teachers' learning and development, and rewards and incentives.

3.3.1. Submission from Schools to Schools Division Office (SDO)

The School Head shall submit the accomplished IPCRF Data Consolidation Form to the Chief of the School Governance and Operations Divisions (SGOD) through the customized link provided by the Bureau of Human Resource and Organizational Development (BHROD) via e-mail.



A customized link shall be given to each school where IPCRF Data Consolidation Forms can be submitted.

Step 1: Access the Google Form at the link provided.

Step 2: Upload via "ADD FILE" the IPCRF Data Consolidation Form Excel file.

Step 3: Accomplish the rest of the IPCRF Data Submission Form. The form consists of two parts. The first part of the form is where you input information about your school or division and upload the IPFCRF Data Consolidation Form. The second part is the **Narrative Report form** that aims to gather feedback on the process of data collection and consolidation across governance levels.

After accomplishing the first part of the IPCRF Data Submission Form, click "**Next**".

IPCRF Data Submission Form (SDO Laguna)

This form is intended to collect the IPCRF Data Consolidation Form at school and division levels. This also gathers feedback on the process of data collection and consolidation. Thank you for taking the time to accomplish this form.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not michael.rosero@deped.gov.ph? [Switch account](#)

* Required

IPCRF Data Consolidation Form *

1

Name of School *

Your answer

School ID *

Your answer

2 Name of Division *

Your answer

Name of School Head/ HR Personnel In-Charge *

Your answer

Email address *

Your answer

3

Figure 3.10. IPCRF Data Submission Form for SDOs

IPCRF DATA COLLECTION AND CONSOLIDATION



Figure 3.11. Adding file via Google Form

Step 4: Accomplish the Part II: Narrative Report of the IPCRF Data Submission Form.

Step 5: Click "Submit".

IPCRF Data Submission Form (SDO Laguna)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not michael.rosero@deped.gov.ph? [Switch account](#)

* Required

Part II: Narrative Report

This form aims to gather feedback on the use and implementation of the IPCRF data gathering forms and the processes of data collection and consolidation.

Timeline of data collection (e.g. May 1 to May 10, 2019) *

Your answer

4 **What are the challenges and issues encountered during the collection and consolidation of IPCRF data? ***

Your answer

What are the actions planned and undertaken to the issues identified? *

Your answer

What assistance/resources do you need to effectively collect and consolidate the IPCRF data? *

Your answer

Do you have any suggestion for the improvement of the IPCRF data collection and consolidation system? *

Your answer

BAC **SUBMIT** **5**

Figure 3.12. Part II of IPCRF Data Submission Form for SDOs

Process Flow of Collection, Consolidation and Submission (School to SDO)

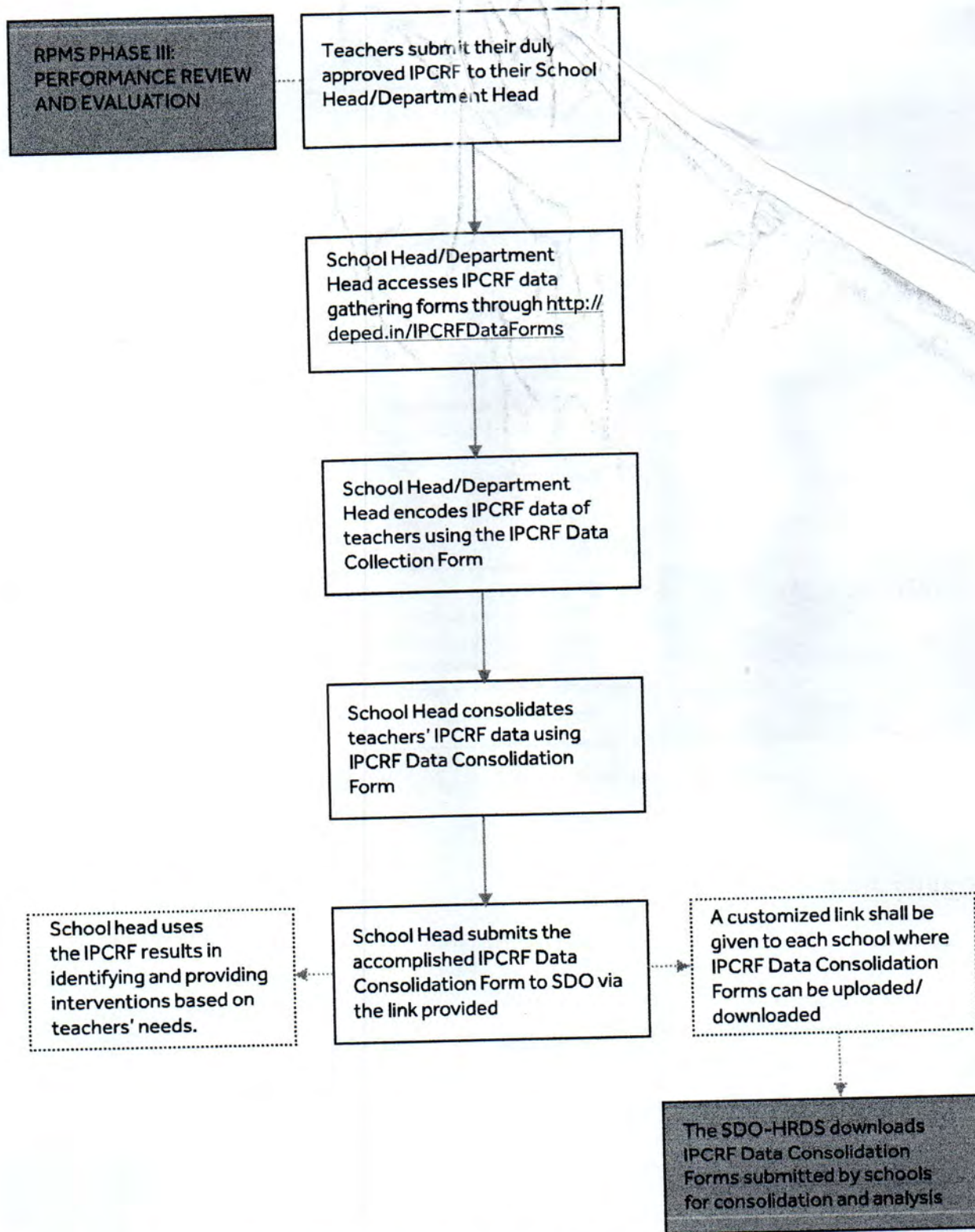


Figure 3.14. Process Flow of Collection, Consolidation and Submission (School to SDO)

Process Flow of Collection, Consolidation and Submission (SDO to RO; RO to CO)

**RPMS PHASE III:
PERFORMANCE REVIEW
AND EVALUATION**

Designated personnel at SDO-
HRDS/RO-HRDD, BHROD-
HRDD accesses IPCRF data
gathering forms through [http://
dep.ed.in/IPCRF/DataForms](http://dep.ed.in/IPCRF/DataForms)

Designated personnel at
SDO-HRDS/RO-HRDD/
BHROD-HRDD consolidates
IPCRF of schools/divisions/
regions data using IPCRF Data
Consolidation Form

Offices at SDO, RO and CO
use the IPCRF rating for the
following purposes:
- Learning and development
- Rewards and recognition
- Other HR systems

Designated personnel at SDO-
HRDS/RO-HRDD/BHROD-
HRDD submits accomplished
IPCRF Data Consolidation
Forms via the link provided by
the BHROD-HRDD

A customized link shall
be given to each office
where IPCRF Data
Consolidation Forms can
be uploaded/downloaded

Figure 3.15. Process Flow of Collection, Consolidation and Submission (SDO to RO; RO to CO)

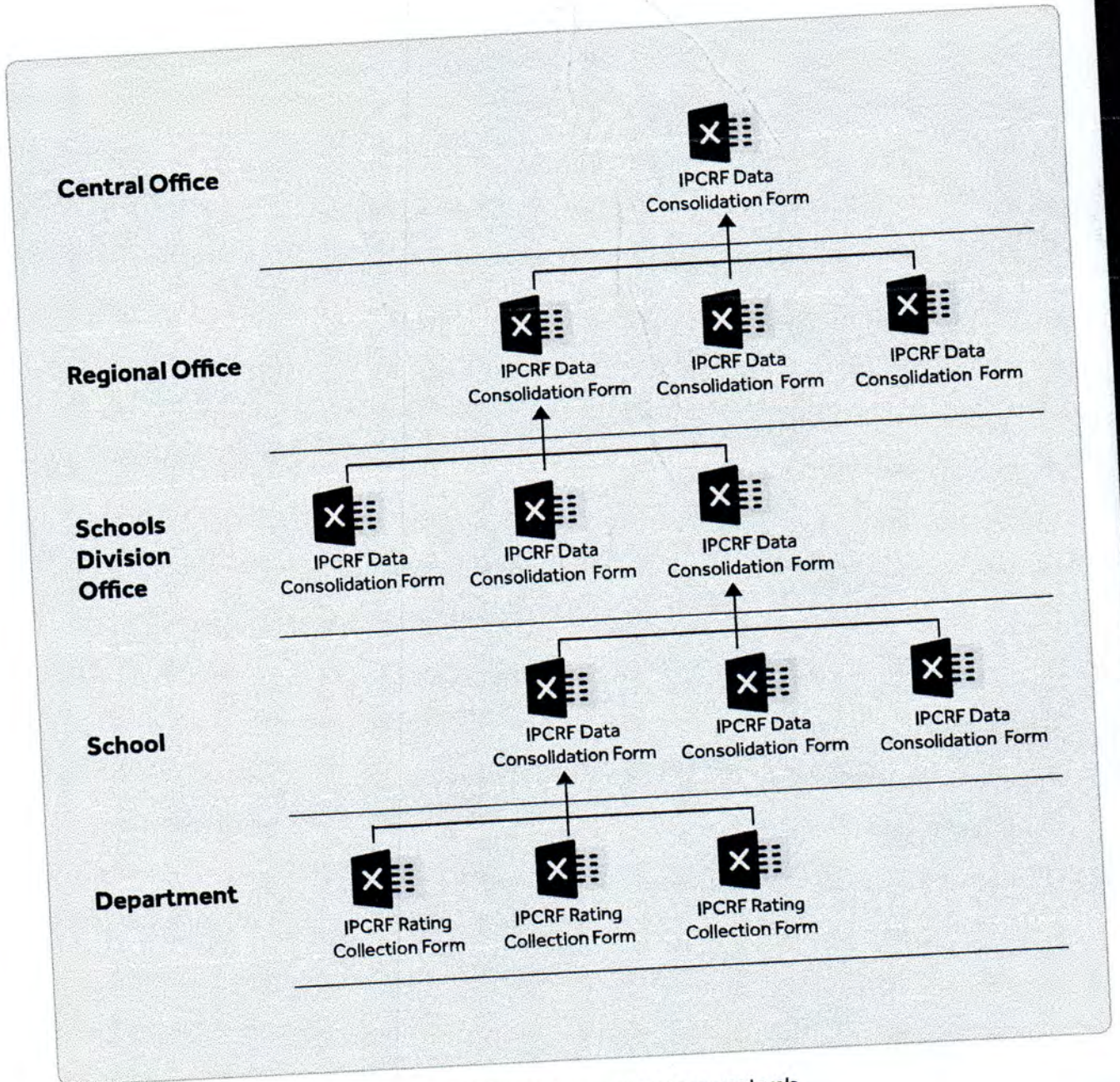


Figure 3.16. Flow of submission of IPCRF data gathering forms across governance levels

4. Use and Analysis of Consolidated IPCRF Data

The IPCRF data gathering forms allow the School Head and other HR personnel to view the data to ensure the accuracy and completeness of data collected as well as to make necessary analysis for identifying necessary learning and development needs and providing interventions based on the needs identified. The forms can provide the following information, among others:

At the school level,

- How many teachers got which rating in which Objective at each position/subject area?
- Which objectives should be considered as a learning and development priorities based on the school-wide consolidated IPCRF data (e.g., final rating and their rating per Quality, Efficiency and Timeliness)?

At the SDO, RO and CO levels,

- Which objectives should be considered as learning and development priorities based on the division- and region-wide consolidated data (e.g., averages of final rating and rating per Quality, Efficiency and Timeliness)?

4.1. How do you view and analyze the consolidated IPCRF data of teachers?

1. Via IPCRF Sheet: Statistics of saved ratings.

The form tallies the number of saved ratings per position.

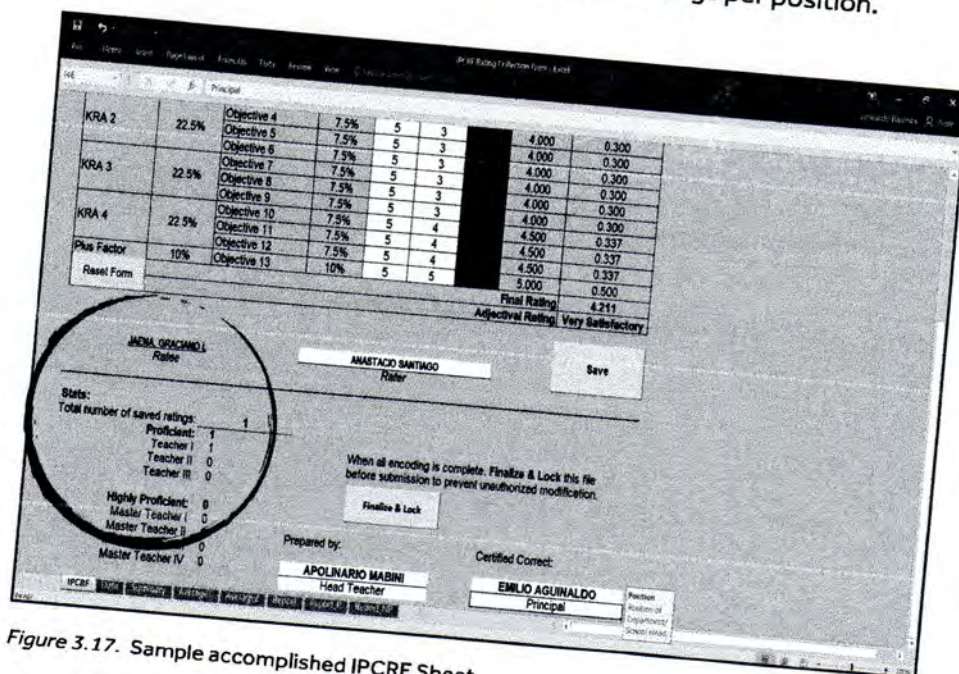


Figure 3.17. Sample accomplished IPCRF Sheet

2. Via Data Sheet

The **Data sheet** contains the recorded data of teachers. It provides information about teachers' employee ID, name, position, final IPCRF rating and its adjectival equivalent.

The School Head or the designated personnel can manage the data through this sheet. If the entry is found erroneous, you can click the **"Delete"** button under the Actions column and encode it again.

ID	Name	Position	Rating	Adjectival Rating	Actions
5018067	RIZAL, JOSE P.	Teacher I	4.511	Outstanding	Delete
5016709	JAENA, GRACIANO I	Master Teacher I	4.211	Very Satisfactory	Delete
5016073	BONIFACIO, ANDRES	Teacher II	3.445	Satisfactory	Delete
5016854	LUNA, ANTONIO	Master Teacher II	5.000	Outstanding	Delete
5016853	DE JESUS, GREGORIA	Teacher III	4.060	Very Satisfactory	Delete

Figure 3.19. Sample Data sheet

3. Via Summary Sheet

This sheet shows the summary of the total number of teachers by position/subject area for each adjectival rating.

Proficiency	Position Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	1	0	1
	SUBTOTAL	0	0	1	1	1	3
Highly Proficient	Master Teacher I	0	0	0	1	0	1
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	1	1	2
TOTAL		0	0	1	2	2	5

Figure 3.20. Sample summary per Position of IPCRF Rating Collection Form

THE RPMS MANUAL

Proficiency	Subject Areas	Adjectival Rating					Subtotal	
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding		
Proficient	Kindergarten	0	0	0	0	0	0	
	Grade 1 (All Subjects)	0	0	0	0	0	0	
	Grade 2 (All Subjects)	0	0	0	0	0	0	
	Grade 3 (All Subjects)	0	0	0	0	0	0	
	Filipino	0	0	0	0	0	0	
	English	0	0	0	0	1	1	
	Mathematics	0	0	0	0	0	0	
	Science	0	0	0	0	0	0	
	Araling Panlipunan	0	0	1	0	0	1	
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0	
	MAPEH	0	0	0	1	0	1	
	TLE/HE	0	0	0	0	0	0	
	TLE/Tech-Voc	0	0	0	0	0	0	
	SPED	0	0	0	0	0	0	
	ALS	0	0	0	0	0	0	
	SUBTOTAL	0	0	1	1	1	3	
	Highly Proficient	Kindergarten	0	0	0	0	0	0
		Grade 1 (All Subjects)	0	0	0	0	0	0
Grade 2 (All Subjects)		0	0	0	0	0	0	
Grade 3 (All Subjects)		0	0	0	0	0	0	
Filipino		0	0	0	0	0	0	
English		0	0	0	0	0	0	
Mathematics		0	0	0	1	0	1	
Science		0	0	0	0	0	0	
Araling Panlipunan		0	0	0	0	1	1	
Edukasyon sa Pagpapakatao		0	0	0	0	0	0	
MAPEH		0	0	0	0	0	0	
TLE/HE		0	0	0	0	0	0	
TLE/Tech-Voc		0	0	0	0	0	0	
SPED		0	0	0	0	0	0	
ALS		0	0	0	0	0	0	
SUBTOTAL		0	0	0	1	1	2	
TOTAL		0	0	1	2	2	5	

Prepared by: _____ Certified Correct: _____

APOLINARIO MABINI
Head Teacher

EMILIO AGUINALDO
Principal

Figure 3.21. Summary per Position of IPCRF Rating Collection

The summary tables also have corresponding charts. See Figures 3.22 and 3.23 for the chart of adjectival ratings by position and Figure for the chart showing adjectival ratings by subject area, for Proficient and Highly Proficient Teachers, respectively.

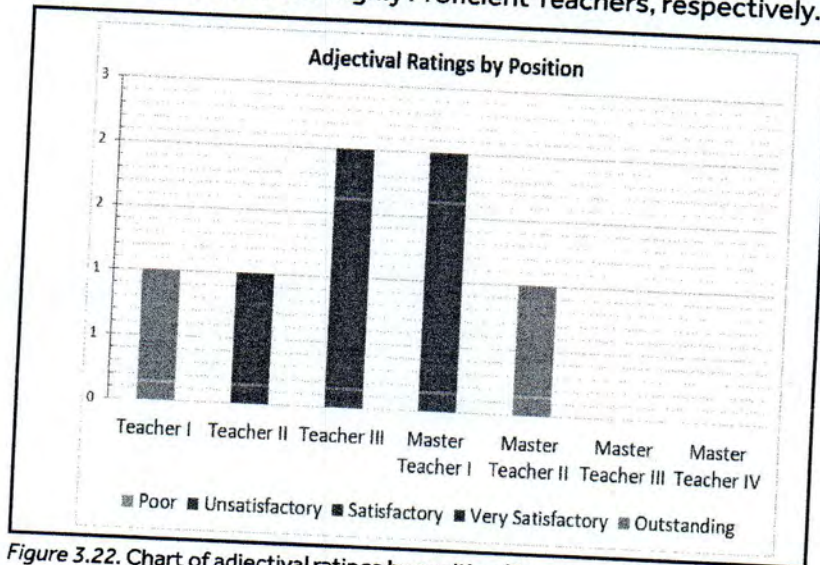


Figure 3.22. Chart of adjectival ratings by position (Summary Sheet)

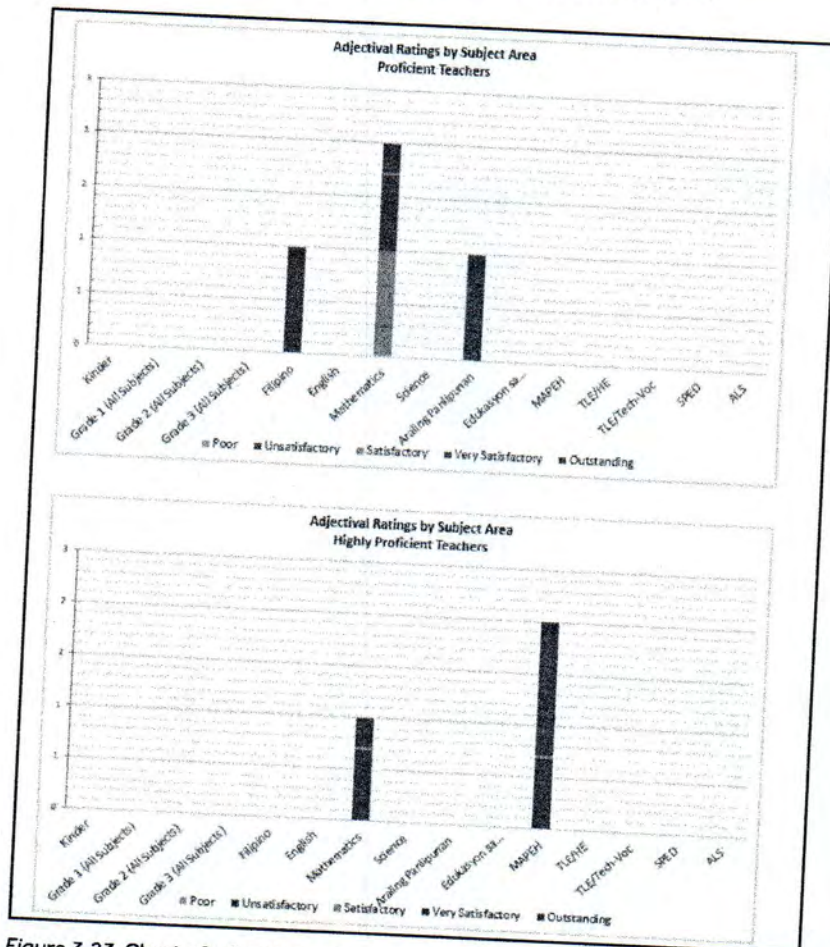


Figure 3.23. Chart of adjectival ratings summary per proficiency level

4. Via Average Sheets: Average rating by position and proficiency level.
 This sheet shows the average rating of teachers by position per objective. It also calculates the averages of rating per position and proficiency level.

KRA	Objectives	Proficient				Highly Proficient				Average (P)	Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV		
KRA 1	Objective 1	4.500	3.500	3.500	3.500	4.000	5.000	0.000	0.000	3.500	3.500
	Objective 2	3.500	2.500	3.500	3.187	4.000	5.000	0.000	0.000	3.187	3.187
	Objective 3	5.000	2.500	4.000	3.833	4.000	5.000	0.000	0.000	3.833	3.833
KRA 2	Objective 4	4.000	2.500	4.000	3.500	4.000	5.000	0.000	0.000	3.500	3.500
	Objective 5	4.000	2.500	3.500	3.333	4.000	5.000	0.000	0.000	3.333	3.333
	Objective 6	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	3.500	3.500
KRA 3	Objective 7	4.000	3.500	4.000	3.833	4.000	5.000	0.000	0.000	3.833	3.833
	Objective 8	5.000	3.500	3.500	4.000	4.000	5.000	0.000	0.000	4.000	4.000
	Objective 9	5.000	3.500	4.000	4.167	4.000	5.000	0.000	0.000	4.167	4.167
KRA 4	Objective 10	4.000	4.000	4.000	4.187	4.500	5.000	0.000	0.000	4.187	4.187
	Objective 11	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.889	4.889
	Objective 12	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.889	4.889
Plus Factor	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Average per Position		4.911	4.443	4.060	4.211	4.000	4.000	4.000	4.000	4.344	

Figure 3.23. Consolidated IPCRF rating averages by position and proficiency levels

5. Via Average Sheets: Average rating by subject area.
 This sheet shows consolidated averages of teachers' final IPCRF rating per subject area at each proficiency level.

Proficiency	Subject Area	KRA 1												Plus Factor	Average per Subject Area	
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12			
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	4.500	3.500	3.500	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.500
	Pagpapaliwalay sa Pagpapahalaga	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
	ILS/HS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Average		3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889	3.889

Figure 3.24. Consolidated IPCRF rating averages by subject area for Proficient Teachers

Proficiency	Subject Area	KRA 1												Plus Factor	Average per Subject Area	
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12			
Highly Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Pagpapaliwalay sa Pagpapahalaga	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	ILS/HS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Average		4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311	4.311

Figure 3.25. Consolidated IPCRF rating averages by subject area for Highly Proficient Teachers

Average ratings of Proficient and Highly Proficient Teachers are also represented graphically.

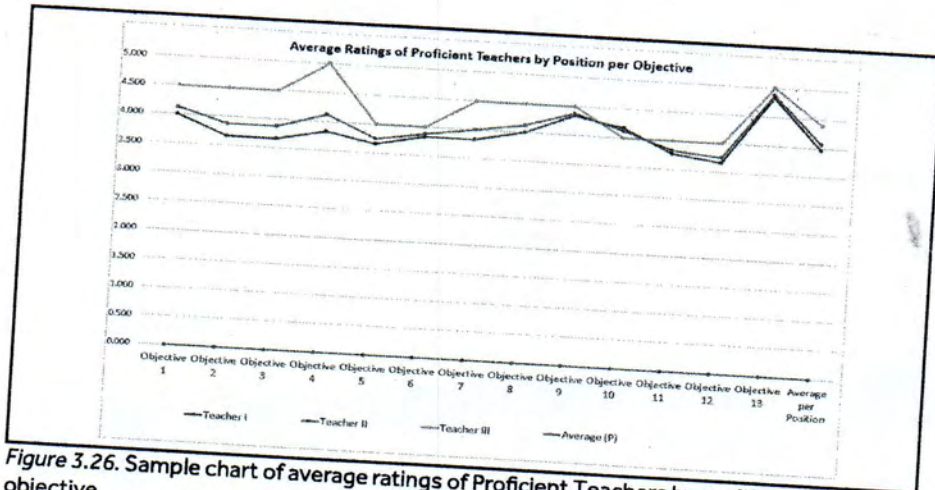


Figure 3.26. Sample chart of average ratings of Proficient Teachers by position per objective

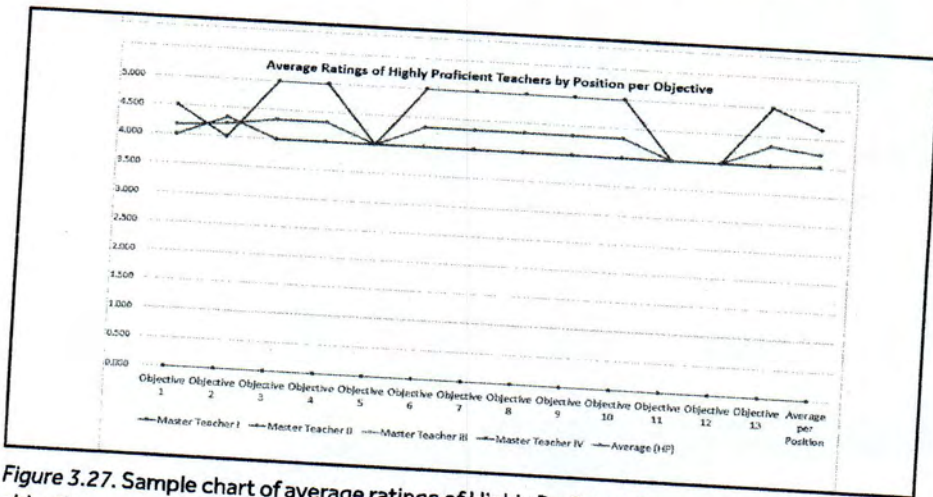


Figure 3.27. Sample chart of average ratings of Highly Proficient Teachers by position per objective

Via Report Sheets per Proficiency Level

Both the IPCRF Rating Collection Form and IPCRF Data Consolidation Form generate report per proficiency level. Report sheets per proficiency level (e.g., Report_P Sheet and Report_HP Sheet) can provide guidance to school head and HR personnel at SDO, RO and CO levels to determine how many teachers by position and proficiency level got which rating per objective. The sheet can help HR personnel analyze which objectives should be the prioritized for learning and development based on the rating they obtained for Quality, Efficiency and/or Timeliness.

Report_P Sheet shows the summary of IPCRF data of Proficient Teachers, while Report_HP Sheet shows Highly Proficient Teachers' data summary.

The analysis can also be done per subject area.

The screenshot shows a software interface for generating reports. The title bar indicates the file is 'IPCRF Consolidation.xls'. The main window title is 'CONSOLIDATED PROFICIENT TEACHERS' IPCRF RATING REPORT BY SUBJECT AREA'. The report is generated by the Department of Education (DepEd). The data is organized by subject area (e.g., Kindergarten, Grade 1 (A) Subjects, Grade 2 (A) Subjects, etc.) and includes columns for Objectives 1 through 13. The data is presented in a grid format with numerical ratings for each objective across various teacher positions.

Figure 3.30. Sample Report Sheet of consolidated IPCRF rating for Proficient Teachers by Subject Area

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