



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



August 6, 2019

DIVISION MEMORANDUM
NO. 261, S. 2019

TEACHERS' IPCRF DATA GATHERING AND CONSOLIDATION
FOR SY 2018-2019

To: OIC-Assistant School Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Regional Memorandum No. 215, s. 2019 re: Gathering Data on Teachers IPCRF for School Year 2018-2019, all public schools in the Schools Division of Ilocos Sur shall conduct data gathering and consolidation of teachers' Individual Performance and Commitment Review Form (IPCRF) for SY 2018-2019 following the timeline below:

Date	Activity	Participants	Venue
A. Division Rollout/Orientation – This shall be included/conducted as part of the Enhancement Training on DCP: Bridging the Digital Gap as per Division Memorandum No. 240, s. 2019. Be guided with the schedule below:			
August 14, 2019	Installation of IPCRF Data Gathering and Consolidation System* (Folder) – Elementary	Division Orientation Team 84 participants from districts (See Division Memorandum No. 240, s. 2019)	HoteLinda Suites, Vigan City, Ilocos Sur
August 15, 2019 8:00 – 10:00 AM	Division Rollout/Orientation of IPCRF Data Gathering and Consolidation System Batch I – Elementary		
August 16, 2019	Installation of IPCRF Data Gathering and Consolidation System* (Folder) – SDO		HoteLinda Suites, Vigan City, Ilocos Sur
August 17, 2019 8:00 – 10:00 AM	Division Rollout/Orientation of IPCRF Data Gathering and Consolidation System SDO Personnel	All SDO Personnel	HoteLinda Suites, Vigan City, Ilocos Sur
August 19, 2019	Installation of IPCRF Data Gathering and Consolidation System* (Folder) – Secondary	Division Orientation Team 128 participants from districts (See Division Memorandum No. 240, s. 2019)	HoteLinda Suites, Vigan City, Ilocos Sur
August 20, 2019 8:00 – 10:00 AM	Division Rollout/Orientation of IPCRF Data Gathering and Consolidation System Batch II – Secondary		
B. District/School Rollout, Data Gathering and Consolidation			
August 16-27, 2019	District Rollout/Orientation School-based Data Gathering and Consolidation (Elem)	c/o participants in the division rollout from the district	c/o districts/ elementary school heads
August 16-27, 2019	Rollout/Orientation for Secondary Schools with department heads School-based Data Gathering and Consolidation (Sec)	c/o participants in the division rollout from the secondary schools	c/o school heads of secondary schools

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Date	Activity	Participants	Venue
C. Submission of Consolidated IPCRF Data*			
August 15-27, 2019	Submission of Consolidated IPCRF Data Forms from all schools (online only; no CD/flash drive needed) – Elementary and Secondary	School Heads	-
August 28-30, 2019	Division Consolidation of Data Gathering Forms and Submission of Division Consolidated IPCRF Data to DepEd Regional Office I	Concerned SDO Officials and Personnel	-

*Links for the downloading and submission of data shall be given during the orientation.

- The Division Orientation Team shall be composed of the participants to the Regional Orientation on the IPCRF Data Gathering and Consolidation System, namely:
MRS. MADELINE R. AGLIBUT, Public Schools District Supervisor
MRS. MARISA G. VALORIA, School Principal IV
DR. CRISTINE R. HALUBER, School Principal IV
MR. JULIMAR R. BUQUING, Information Technology Officer I
MRS. RODESSA R. RIPUTOLA, Education Program Specialist II - HRD
- Monitoring and provision of technical assistance (TA) shall be conducted throughout the implementation of the activity by the Chiefs (SGOD and CID), Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDs), HR Senior Education Program Specialist (SEPS), Education Program Specialist II (EPS II) and Division Information Technology Officer I (ITO I). Monitoring expenses (meals/snacks, travel, per diem, incidental expenses) shall be charged against HRD 2019 Fund of the Division subject to the usual accounting rules and regulations.
- The participants to the training shall bring the following: laptop; pocket wifi; extension wire; and Summary of IPCRF Ratings.
- Other provisions of DM 240, s. 2019 shall be observed in the conduct of the said orientation, particularly: *Item Nos. 5-6. Travel expenses of participants shall be charged against MOOE/school funds subject to the usual accounting rules and regulations; and Item No. 6. Teachers who will attend Saturday trainings shall be entitled for 1-day service credit in accordance with the provision of DepEd Order No. 19, s. 2011 and DepEd Order No. 53, s. 2003. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) as per CSC-DBM Joint Circular No. 2, s. 2004.*
- For information, guidance and compliance.

GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be indicated in the perpetual index under the following subject:

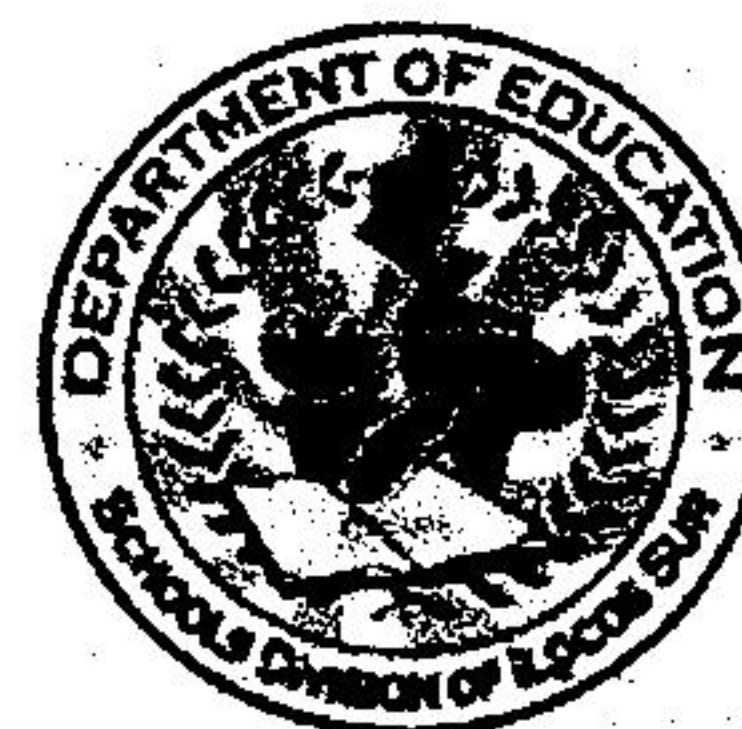
Rollout/Orientation

Teachers' IPCRF

Data Gathering and Consolidation



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Bantay, Ilocos Sur



**DIVISION ROLLOUT ON IPCRF DATA GATHERING
AND CONSOLIDATION SYSTEM**
(Division Memorandum No. 231, s. 2019)

TRAINING MATRIX

Date: **August 13, 15 and 17, 2019**

Venue: **Hotel Linda Suites, Vigan City, Ilocos Sur**

Time	Topic/Activity	Person Responsible
7:00 – 8:00	Registration/Settling	Secretariat/Documenter
8:01 – 8:15	Context and Rationale Roles and Responsibilities	Mrs. Madeline R. Aglibut, PSDS
8:15 – 8:30	IPCRF Data Gathering and Consolidation Forms	Ms. Rodessa R. Riputola, HR EPS II
8:30 – 9:00	Encoding and Consolidation of IPCRF Data Across Governance Levels	Dr. Christine Haluber, SP IV (Elementary) Mrs. Marissa G. Valoria, SP IV (Secondary) Mr. Julimar R. Buquing, ITO I
9:00 – 9:30	Finalization and Submission of Consolidated IPCRF Data	Mr. Julimar R. Buquing, ITO I Ms. Rodessa R. Riputola, HR EPS II
9:30 – 10:00	Simulation and Open Forum Ways Forward	All members of Orientation Team Dr. Honeylet C. Zamora, HR SEPS
	Session Facilitators:	Dr. Honeylet C. Zamora, HR SEPS Mrs. Rodessa R. Riputola, HR EPS II

Prepared by:

RODESSA R. RIPUTOLA

Education Program Specialist II – HR

Noted:

HONEYLET C. ZAMORA, Ed. D.

Senior Education Program Specialist– HR

Recommending Approval:

JOSE P. BUENO JR.

Education Program Supervisor

Officer In-Charge

Office of the Chief Education Supervisor
Schools Governance and Operations Division

APPROVED:

GEMMA Q. TACUYCUY, CESO V

Schools Division Superintendent

