



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 29 2023

MEMORANDUM

No. 204, s.2023

**SUBMISSION OF THE INDIVIDUAL PERFORMANCE
COMMITMENT REVIEW FORMS (IPCRFs) OF TEACHERS**

To: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In line with the implementation of the Result-based Performance Management System (RPMS), this Office announces the submission of the Individual Performance Commitment Review Forms (IPCRFs) of teachers on or before **August 31, 2023**.
2. For the ease of submission and filing, the school heads are directed to segregate the files of the proficient teachers (Teachers I-III) from the highly proficient teachers (Master Teachers). They are to submit one copy of the individual and a summary of the proficient teachers for the Personnel Unit's copy of the file. Meanwhile, three copies of the individual and a summary of the highly proficient teachers shall be submitted. Following the approving authority's signature, one of the three copies will be lodged at the Personnel Unit, while the other two copies will be returned to the school for the school's and teachers' copies. Also, they are reminded that the Schools Division Superintendent (SDS) shall merely 'note' the submission of the proficient teachers' IPCRFs which shall reflect in the summary, however for the highly proficient teachers' IPCRFs, the SDS shall 'approve' the submission as per DO 2, s. 2015- Guidelines on the Establishment and Implementation of the Result-Based Performance Management System (RPMS).
3. Relative to this, the identified eIPCRF uploaders per school who worked on the accomplishment of the summary and individual documents in the system are entitled to a 2-day service credit for the days worked on the said uploading, as stipulated in DepEd Order No. 53, s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers.
4. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
IMR/Memo-IPCRF Submission

TEACHERS

PERFORMANCE

204 August 23, 2023

NUM-2023-204



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