



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 21 2025

MEMORANDUM

**SUBMISSION OF HARD COPIES OF TEACHERS' IPCRF AND
ACCOMPLISHMENT OF e-IPCRF THROUGH THE ONLINE SYSTEM**

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

1. Relative to the submission of the IPCRF of teachers for SY 2024-2025, this Office directs all schools to strictly adhere to the following processes and schedules:


Person Involved	Number of Copies to be Submitted	Date of Submission of IPCRF (hard copy) to the DO	Date of e-IPCRF online uploading
Teachers	One copy shall be submitted for filing at the Division Office through the Human Resource Management Officer (HRMO). <i>The HRD shall receive the soft copy of the IPCRF through the e-IPCRF system.</i>	June 27-30, 2025	July 7-11, 2025 c/o School Encoder
Master Teachers	Four (4) copies shall be submitted for the Schools Division Superintendent's (SDS) signature. Three (3) copies to be returned to schools, and one (1) copy to be filed at the Division Office through the HRD.	June 27-30, 2025 <i>MTs for Application for Higher Position - April 16, 2025</i>	July 7-11, 2025 c/o School Encoder
School Heads and Head Teachers	Four (4) copies shall be submitted for the signatures of the Assistant Schools Division Superintendent (ASDS) and the Schools Division Superintendent (SDS); three (3) copies will be returned to the school, while one (1) copy will be filed at the Division Office through the ASDS.	May 15, 2025	Not applicable

	A soft copy shall also be submitted to the ASDS via this link: https://tinyurl.com/Multi-OPCRF2024-2025		
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2. Please be reminded that the ratee, rater, and approving authority must still adhere to the provisions of DepEd Memorandum No. 017, s. 2025 – *Interim Guidelines on the DepEd Performance Management and Evaluation System (PMES) for Teachers for SY 2024–2025* and Memorandum DM-OUHROD-2025-0992 - Additional Guidance on the Implementation of Performance Management and Evaluation System (PMES)

3. The review date to be indicated shall be ten (10) calendar days after the official date of graduation.

4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 Under the following subjects

TRAINING EVALUATION SCHOOLS PERFORMANCE

IMR/ Memo-Submission of e-IPCRF

~~177~~ April 21, 2025

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