



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent


SEP 30 2025

MEMORANDUM

**REITERATION ON THE SUBMISSION AND UPLOADING OF THE SY 2024-2025  
ELECTRONIC INDIVIDUAL COMMITMENT AND REVIEW FORM (e-IPCRF) OF  
ALL PROFICIENT AND HIGHLY PROFICIENT TEACHERS**

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  
Administrative Officer V  
All Others Concerned

1. As per Division Unnumbered Memorandum dated April 21, 2025, titled **“Submission of Hard Copies of Teachers' IPCRF and Accomplishment of e-IPCRF through the Online System,”** this Office reiterates the directive for the strict submission of hard copies of the IPCRF of all teachers for SY 2024–2025, as well as the timely accomplishment of the e-IPCRF through the online system **on or before September 30, 2025.**
2. All hard-copy submissions must be forwarded to the Schools Division Office through the Human Resource Development Section, c/o Ms. Ivy M. Romano, Senior Education Program Specialist. Meanwhile, the soft copies of the e-IPCRF must be uploaded to the link: <https://eipcrf.deped.gov.ph>.
3. All school heads and concerned personnel are reminded to ensure full compliance with these guidelines to facilitate the smooth consolidation and processing of teachers' performance records.
4. Immediate and dissemination of and compliance with this Memorandum are desired.

  
**VIOLETA M. GONZALES CESO VI**  
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

TEACHERS                      PERSONNEL                      PERFORMANCE                      PROGRAM

IMR/Submission and Uploading 2025

September 29, 2025

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