



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
Superintendent**

FEB 10 2026

**MEMORANDUM**

**STRICT COMPLIANCE WITH THE PRESCRIBED PROCEDURES ON THE  
ACCOMPLISHMENT, VALIDATION, AND UPLOADING OF  
THE ELECTRONIC INDIVIDUAL PERFORMANCE &  
COMMITMENT REVIEW FORMS (eIPCRF)**

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

1. In line with existing DepEd policies on performance management, data integrity, and information security, this Memorandum is hereby issued to mandate strict compliance with the prescribed procedures on the accomplishment, validation, uploading, and submission of the electronic Individual Performance Commitment and Review Form (IPCRF).
2. All concerned personnel are directed to strictly observe and implement the following procedures. Any deviation, shortcut, or non-compliance with the herein prescribed process is strictly prohibited.
3. The procedures governing the accomplishment and submission of the eIPCRF shall be strictly observed, as follows:

**STEP 1: Accomplishment of IPCRF**

The teacher shall accomplish his/her Individual Performance Commitment and Review Form (IPCRF) electronically. The accomplished IPCRF shall be secured using the teacher's personal password to ensure data privacy and information security.

Note: *Teachers are strictly directed to refrain from sharing their personal passwords with any person, including their respective raters.*

**STEP 2: Discussion and Rating Agreement**

Using either an electronic copy or a printed copy of the IPCRF, a formal discussion between the teacher (ratee) and the rater shall be conducted to arrive at mutually agreed ratings based on the presented Means of Verification (MOVs).

**STEP 3: Final Editing of Rating (If Necessary)**

Based on the agreement reached during the discussion, the teacher shall edit the ratings, if necessary. The finalized electronic IPCRF (e-IPCRF) shall thereafter be submitted to the rater for validation. The rater shall ensure quality assurance by verifying, through the school's designated OneDrive, that the uploaded IPCRF accurately reflects the agreed and finalized ratings.

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

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(601)



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**STEP 4: Uploading to School OneDrive**

Upon finalization of the ratings, the rater shall upload the validated electronic copy of the IPCRF to the school's designated OneDrive repository.

**STEP 5: Uploading to the CO eIPCRF Portal**

Upon the directive of the School Head, and after ensuring that the finalized e-IPCRF is properly uploaded and secured in the school OneDrive, the designated school official uploader shall upload the individual teacher's e-IPCRF to the Central Office (CO) eIPCRF Portal.

*Note: The designated uploader shall not have access to the contents of the e-IPCRF, as the document remains secured by the teacher's personal password.*

**STEP 6: Printing and Submission of IPCRF Copies to SDO**

The designated school official uploader shall print three (3) copies of the IPCRF. These printed copies shall be exact replicas of the uploaded e-IPCRF.

The IPCRF copies of Master Teachers and Head Teachers shall be submitted to the Schools Division Office (SDO), for the actual signature of the approving authority.

For Teacher I to Teacher VII (T1–T7), one (1) copy of the IPCRF shall be submitted to the SDO for record purposes.

The Summary of Ratings shall serve as the cover page of the submitted documents.

**STEP 7: Validation by the Human Resource Development (HRD) Section**

Validation of the consistency of IPCRF ratings shall be conducted by the Human Resource Development (HRD) Section through the eIPCRF system, as it is the only authorized entity granted view access to the Portal. This validation shall be completed prior to the affixing of the approving authority's signature to ensure data accuracy and validity.

*Note: For IPCRFs of Master Teachers and Head Teachers with Outstanding ratings, validation of the Means of Verification (MOVs) shall be conducted, prior to uploading to the Portal, subject to the schedule set by the Central Office (CO).*


4. All concerned are enjoined to strictly comply with the procedures herein stated. Non-compliance, circumvention, or violation of any provision of this Memorandum shall be dealt with accordingly, pursuant to existing DepEd rules, regulations, and applicable civil service laws.



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

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

SCHOOL BUILDINGS

JMT/DM/ STRICT ADHERENCE TO THE MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS (MPSS) FOR DEPED  
SCHOOL BUILDINGS  
071 /January 7, 2026

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Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)