



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
 Superintendent

July 18, 2023

DIVISION MEMORANDUM

No. 608, s. 2023

**COMPLETION, CONSOLIDATION, AND UPLOADING OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)**

To: OIC- ASDS  
 SGOD Chief  
 All PSDS/DCP  
 All School Heads  
 All others concerned

1. In line with the completion, consolidation, and uploading of the teachers' Individual Performance Commitment and Review Form, the following timelines shall be observed:

1.1 Timeline of Encoding the IPCRF data into the e-IPCRF tool (per DM 008, s.2003).

RPMS Cycle Phase	Task/Activity	Tools	Person(s) Responsible	Schedule
<b>Phase IV</b> Performance Rewarding and Development Planning	Finalization of Individual Development Plans	IPCF-IDP	Ratees	At least a week after scheduled graduation
	Submission of IPCRF to Raters	Accomplished IPCRF with complete signatures	Ratees	
	IPCRF Data Collection to Schools Division Office		Ratees	At least a month after the scheduled graduation

1.2 Schedule of Uploading

Region	Schedule
<b>ALL REGIONS</b>	Mondays-Tuesdays July 17-18, 2023; July 24-25, 2023
<b>LUZON</b> CAR, NCR, Region I, Region II, Region III, Region IV-A, Region IV-B, Region V	Wednesdays July 19 and July 26, 2023
<b>VISAYAS</b> Region VI, Region VII, Region VIII	Thursdays July 20 and July 27, 2023
<b>MINDANAO</b> Region IX, Region X, Region XI, Region XII, CARAGA, BARMM	Fridays July 21 and July 28, 2023
<b>ALL REGIONS</b>	August 3-14, 2023



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2. Further, the following requirements must be met to complete, and upload the eIPCRF:
  - 2.1 DepEd School Email account
  - 2.2 completed eIPCRF downloaded from <https://bit.ly/electronicIPCRF>
  - 2.3 System Link : <https://eipcrf.deped.gov.ph>
3. Immediate dissemination of this Memorandum is desired.

By the Authority of the  
Schools Division Superintendent :

  
**NORBERTO S. MANLANGIT CE, MPA**  
Administrative officer V  
Officer-In-Charge

Encl.: None  
Reference: DM 008, s.2023  
FN: HRDS\_eipcrf



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