Republic of the Philippines
Department of Education
CARAGA REGION
J. Rosales Avenue, Butuan City,
Agusan del Norte, Philippines, 8600

July 3, 2019

DEPARTMENT OF EDUCATION
RELEASED
DATE: 05 JUL 2019
SIGNATURE
CARAGA REGION

REGIONAL MEMORANDUM
No. 341, s. 2019

COLLECTION OF TEACHERS' IPCRF DATA FOR ESTABLISHMENT OF BASELINE ON TEACHERS' PROFICIENCY LEVEL FOR SY 2018-2019 AND SY 2019-2020

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. Per attached memorandum **DM-PFO-2019-00495**, the Bureau of Human Resource and Organizational Development (BHROD) seeks to establish data on teachers' proficiency level on the first 12 PPST indicators. Hence, all public schools are directed to submit data consolidated from teachers' Individual Performance Commitment Review Forms (IPCRF) for SY 2018-2019.

2. Encoding of IPCRF ratings into the template forms shall start in the 2nd week of July 2019 and shall end in the last week of August 2019.

3. Editable soft copies of the IPCRF Rating Collection and Consolidation Forms can be accessed through this link: http://deped.in/IPCRDataForms.

4. Please direct attention to Table 1 for the Matrix of Responsibility at each governance level for data collection schedule; Guide for IPCRF Data Collection, Consolidation and Analysis (Annex 1); and to the Process Flow for RPMS Data Collection and Consolidation (Annex 3) in the attached communication, for ready reference.

5. For more details, refer to the enclosed Manual for IPCRF Data Collection and Consolidation Guide for School Heads and Other Human Resource Development Division.

6. All SDO HRMOs or designated personnel at SDO-HRDS are requested to provide active e-mail address through google sheet at http://deped.in/IPCRFDataCaragaDir . Only those e-mail addresses provided shall be granted access to the links in annex given by the BHROD for consolidation and reporting purposes.

7. Immediate dissemination and appropriate action of this memorandum is desired.

for **FRANCIS CESAR B. BRINGAS, CESO V**
OIC- Regional Director

Incls: As stated
Reference: DM-PFO-2019-00495
To be indicated in the perpetual index under:
RPMS-PPST IPCRF Rating Data Performance Management

HRDD04/mmv

Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2019- 00495

FOR: Minister of Basic, Higher, and Technical Education, *BARMM*
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

DEPED RO XIII-Record
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by:

FROM: **JESUS L.R. MATEO**
Undersecretary

SUBJECT: ***Collection of Teachers' IPCRF Data for Establishment of Baseline on Teachers' Proficiency Level for SY 2018-2019 and SY 2019-2020***

DATE: 04 June 2019

Pursuant to the stipulation in DepEd Order No. 42, s. 2017 entitled "National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)" that all performance appraisals for teachers shall be based on the PPST, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD), undertook the development of results-based assessment tools in 2018 to align the performance appraisal of teachers embedded in the Results-Based Performance Management System (RPMS) with the PPST.This alignment creates a systematic, objective, and constructive means for assessing teacher performance, identifying capability needs, and providing support for professional development.

The first set of the PPST-aligned RPMS assessment tools were implemented in all 17 regions through a series of trainings for teachers and school heads in 2018. These tools, covering the first 12 PPST indicators, being rolled out for SY 2018-2019 and SY 2019-2020, are as follows:

1. RPMS Tools for Teacher I-III (Proficient Teachers) and Master Teacher I-IV (Highly Proficient Teachers)
2. Classroom Observation Tools (COT) for Teacher I-III and Master Teacher I-IV
3. Electronic Self-Assessment Tools (SAT) for Teacher I-III and Master Teacher I-IV

The PPST-based RPMS assessment tools are found in the RPMS Manual. The latest version can be acessed at http://deped.in/RPMSManualver2019.

To better support the continuous professional development of teachers based on the PPST, BHROD seeks to **establish baseline data on teachers' proficiency level on the first 12 PPST indicators**. In this connection, **all public schools are directed to submit data consolidated from teachers' Individual Performance Commitment Review Forms (IPCRF) for SY 2018-2019.** Encoding of IPCRF ratings into the template forms shall start in the 2nd week of June 2019 and shall end in the

last week of August 2019. Please see the herein attached data collection guide (**see Annex 1**), for reference.

The following officials/personnel shall be responsible for data collection at each governance level:

Table 1. Matrix of Responsibility

Governance Level	Focal Office/Person	Task	Schedule of Data Collection & Submission	
			Start	End
Small Schools	School Head	Encoding and consolidation of IPCRF rating of teachers	2nd week of July 2019	4th week of August 2019
Medium & Large Schools	Department Head	Encoding of IPCRF rating of teachers		
	School Head	Consolidation of IPCRF rating of teachers		
Schools Division Office (SDO)	Human Resource Development Section (SDO-HRDS), School Governance and Operations Division (SGOD) Chief	Consolidation of IPCRF Data Consolidation Forms submitted by schools	4th week of August 2019	1st week of September 2019
Regional Office (RO)	Regional Human Resource Development Division (RO-HRDD), HRDD Chief	Consolidation of IPCRF Data Consolidation Forms submitted by SDOs	1st week of September 2019	2nd week of September 2019
Central Office (CO)	Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD)	Consolidation of IPCRF Data Consolidation Forms submitted by Ros Submission of RPMS Data Consolidation Forms to NEAP for HR development planning	2nd week of September 2019	4th week of September 2019
	National Educators Academy of the Philippines-Performance Management Unit and Professional Development Division (NEAP-PMU, NEAP-PDD)			

Accuracy and completeness of data must be ensured by the above-named responsible persons/offices at each governance level. In accordance with DepEd Order No. 2, s. 2015, the consolidated data will provide inputs to programs being developed on teachers' learning and development, and rewards and incentives.

The BHROD-HRDD shall conduct an orientation for all ROs between May and June 2019. The HRDD of all DepEd Ros must organize orientations for all SDOs within their jurisdiction and monitor the progress of data collection. To ensure that adequate support mechanisms are in place, school ICT Coordinators and Information Technology Officers (ITOs) at the SDOs/ROs must provide technical assistance and resources as necessary to School Heads and other offices responsible for data

collection. Particular attention should be given to schools with no or limited access to internet facilities.

The SDO-HRDS is expected to provide a status update on the progress of data collection and consolidation to the RO-HRDD by the 1st week of September 2019 (**see Annex 4 for the report template**). The ROs shall do the same to the BHROD-HRDD. The receiving offices shall provide feedback to ensure the accuracy and completeness of the submitted data or documents.

For wide dissemination and strict compliance.

ANNEX 1

GUIDE FOR IPCRF DATA COLLECTION, CONSOLIDATION, AND ANALYSIS

A. Data Gathering Forms

The following Excel-based data gathering forms **(see Annex 2)** shall be used:

Table 1. Types of Data Gathering Forms

Form Type	Purpose	Person Responsible
IPCRF Rating Collection Form	Record the individual IPCRF rating of teachers	School Head, Department Head
IPCRF Data Consolidation Form	Consolidate the IPCRF data	SDO HRMO, RO HRMO

Editable soft copies of these forms can be accessed through the following link: http://deped.in/IPCRFDataForms.

B. Procedure

1. **Encoding of IPCRF Data**
   Individual ratings of teachers based on the copy of duly approved IPCRF shall be encoded using the IPCRF Rating Colleciton Form. In small schools, the School Head shall encode the IPCRF data. In medium and large schools, the Department Heads shall encode teachers' IPCRF data within their jurisdiction using the IPCRF Rating Collection Form and submit the accomplished form to the School Head.

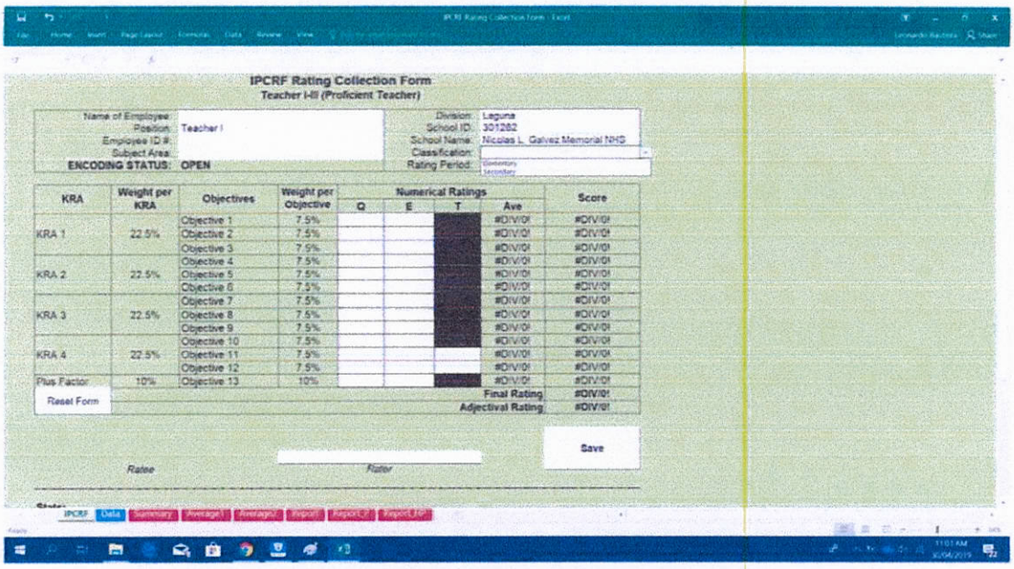
2. **Consolidation of IPCRF Data at School Level**
   The School Head shall consolidate the IPCRF ratings using the IPCRF Data Consolidation Form and suhbmit the accomplished form to the SDO by uploading the form to the link provided.

3. **Submission and Consolidation of IPCRF Data at SDO, RO, and CO Levels**
   Designated personnel at the SDO-HRDS shall download the accomplished IPCRF Data Consolidation Forms uploaded by the School Heads in the link provided for the SDO. These submissions shall be further consolidated using the IPCRF Data Consolidation Form for onward submission to the RO-HRDD. Designated personnel at the RO-HRDD shall likewise do the same for submissions from SDOs for onward submission to BHROD-HRDD.

   Links where accomplished forms will be submitted and downloaded will be provided via e-mail by the BHROD-HRDD. See **Annex 3** for the detailed process flow. The BHROD-HRDD shall furnish NEAP with the consolidated national IPCRF data for Learning and Development Needs Assessment (LDNA) purposes.

   All Regional Offices are requested to submit a directory of the official working/active e-mail address of each division to bhrod.hrdd@deped.gov.ph for this purpose. Only those e-mail addresses listed in the directory can be used to access the links.

ANNEX 2
IPCRF DATA GATHERING FORMS



IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee:		Division:	Laguna
Position:	Teacher I	School ID:	301282
Employee ID #:		School Name:	Nicolas L. Galvez Memorial NHS
Subject Area:		Classification:	
ENCODING STATUS:	OPEN	Rating Period:	Elementary / Secondary

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

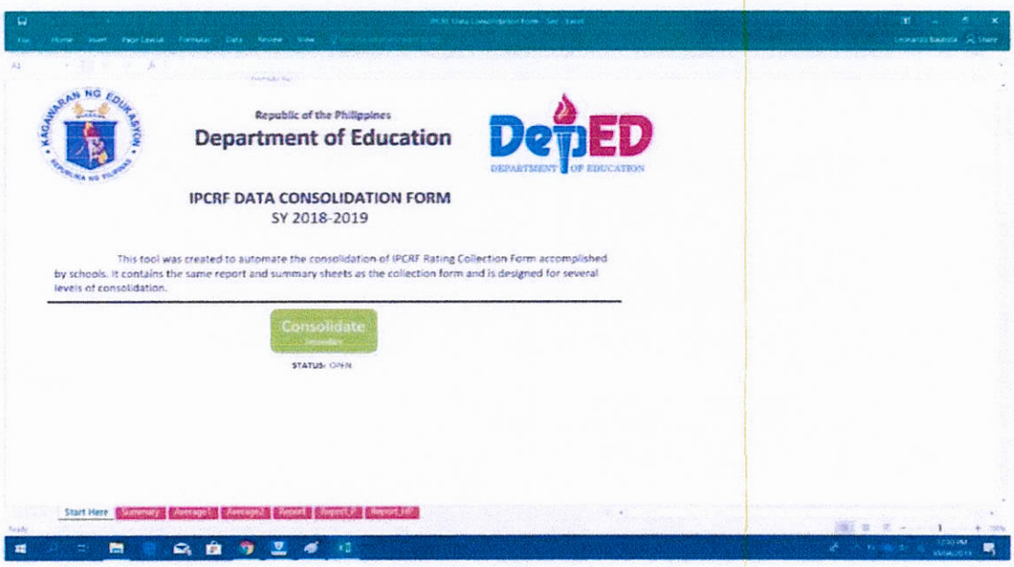
Reset Form

Save

Ratee

Rater

Figure 1: IPCRF Rating Collection Form



Republic of the Philippines
Department of Education

IPCRF DATA CONSOLIDATION FORM
SY 2018-2019

This tool was created to automate the consolidation of IPCRF Rating Collection Form accomplished by schools. It contains the same report and summary sheets as the collection form and is designed for several levels of consolidation.

Consolidate

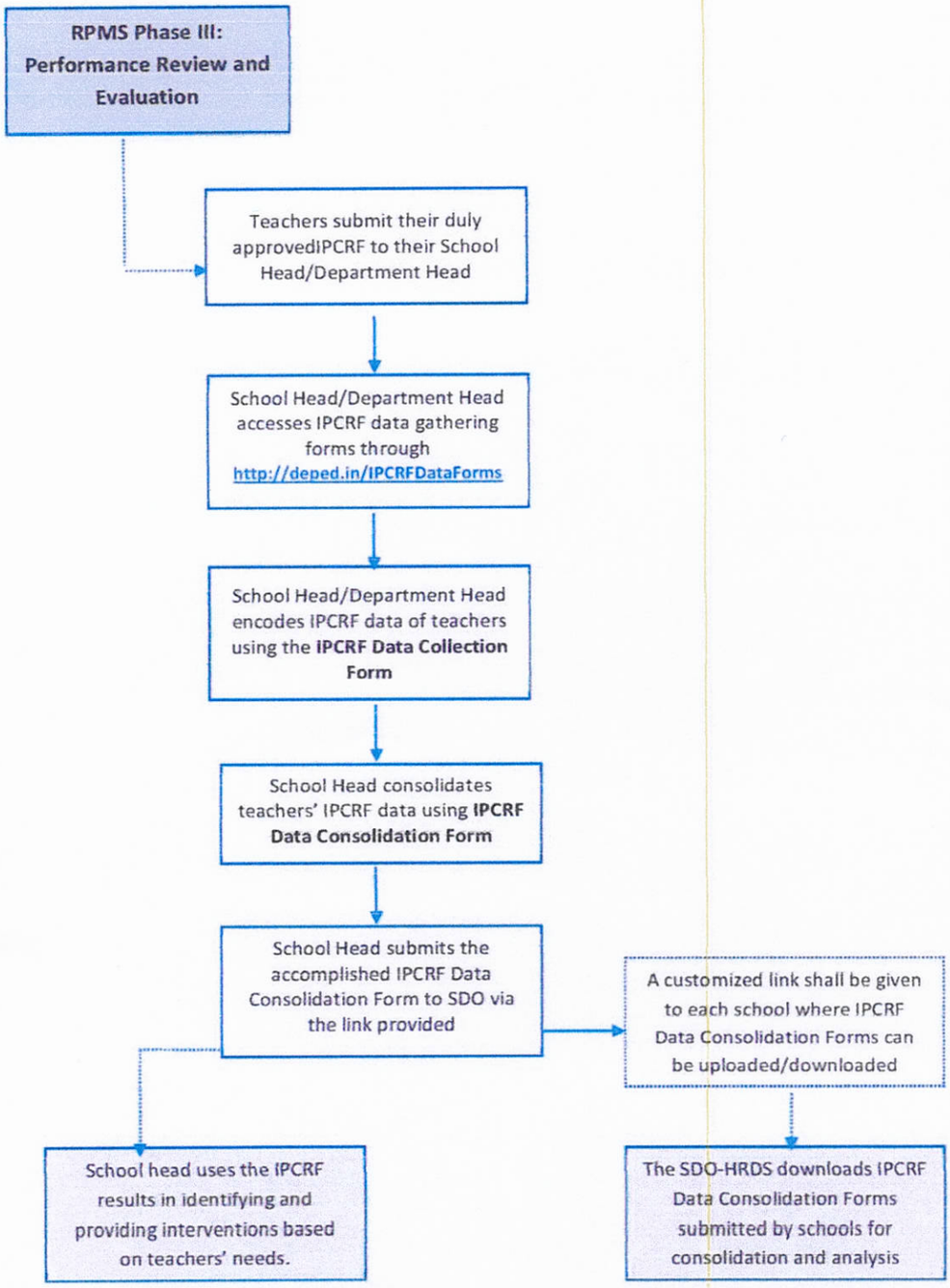
STATUS: OPEN

Figure 2: IPCRF Data Consolidation Form

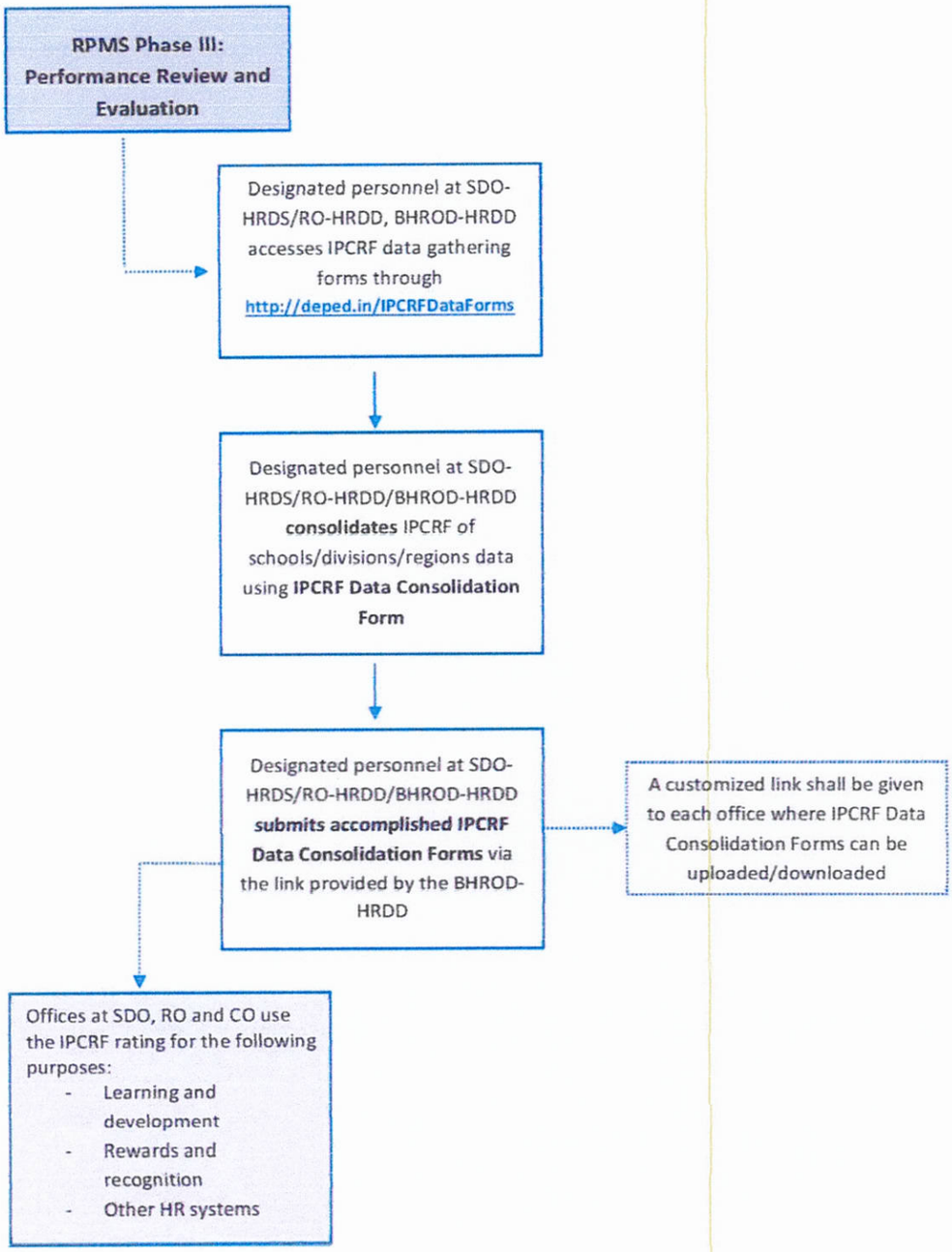
ANNEX 3

PROCESS FLOW FOR RPMS DATA COLLECTION AND CONSOLIDATION

A. Collection, Consolidation and Submission (School to SDO)



B. Collection, Consolidation and Submission (SDO to RO, RO to CO)



ANNEX 4

PROGRESS REPORT TEMPLATE

Region/Division: _____

TIMELINE	**PROGRESS** *(Completion/submission rate of schools/SDOs)*	**CHALLENGES ENCOUNTERED** *(Issues and challenges encountered during collection and consolidation of IPCRF data)*	**ACTIONS DONE** *(Actions planned and undertaken to address the issues identified)*

Prepared by: _____

Signature over Printed Name

Annex 5:
Links to Google Forms and Folders

A. Submission from Regional Office to Central Office

1. Regional Offices shall submit the accomplished IPCRF Data Consolidation Form for further consolidation at the Central Office.
2. The Google Form shall be accessed through this link: **http://deped.in/IPCRFDataCentral**

B. Submission and Consolidation from SDO to Regional Office

Region	**Google Form Link** *(To be accessed by SDO-HRDS to submit the accomplished division IPCRF Data Consolidation Forms)*	**Google Folder Link** *(To be accessed by designated RO-HRDDD personnel to download the IPCRF Data Consolidation Forms submitted by SDOs for further consolidation)*
Region I	http://deped.in/IPCRFR1Data	http://deped.in/IPCRFDownloadR1
Region II	http://deped.in/IPCRFR2Data	http://deped.in/IPCRFDownloadR2
Region III	http://deped.in/IPCRFR3Data	http://deped.in/IPCRFDownloadR3
Region IV-A	http://deped.in/IPCRFR4AData	http://deped.in/IPCRFDownload4A
Region IV-B	http://deped.in/IPCRF4BData	http://deped.in/IPCRFDownload4B
Region V	http://deped.in/IPCRFR5Data	http://deped.in/IPCRFDownloadR5
Region VI	http://deped.in/IPCRFR6Data	http://deped.in/IPCRFDownloadR6
Region VII	http://deped.in/IPCRFR7Data	http://deped.in/IPCRFDownloadR7
Region VIII	http://deped.in/IPCRFR8Data	http://deped.in/IPCRFDownloadR8
Region IX	http://deped.in/IPCRFR9Data	http://deped.in/IPCRFDownloadR9
Region X	http://deped.in/IPCRFR10Data	http://deped.in/IPCRFDownloadR10
Region XI	http://deped.in/IPCRFR11Data	http://deped.in/IPCRFDownloadR11
Region XII	http://deped.in/IPCRFR12Data	http://deped.in/IPCRFDownloadSOCCKS
Region XIII	http://deped.in/IPCRFCaragaData	http://deped.in/IPCRFDownloadCaraga
NCR	http://deped.in/IPCRFNCRData	http://deped.in/IPCRFDownloadNCR
CAR	http://deped.in/IPCRFCARData	http://deped.in/IPCRFDownloadCAR
BARMM	http://deped.in/IPCRFBARMMData	http://deped.in/IPCRFDownloadBARMM

C. Submission and Consolidation from Schools to School Division Office

Region	Division	Google Form Link *(To be accessed by School Heads to submit the accomplished school IPCRF Data Consolidation Forms)*	Google Folder Link *(To be accessed by designated SDO-HRDS personnel to download the IPCRF Data Consolidation Forms submitted by schools for further consolidation)*
	Iligan City	http://deped.in/IPCRFILIGAN	http://deped.in/IPCRFDownloadILGN
	Lanao del Norte	http://deped.in/IPCRFLANAODELNORTE	http://deped.in/IPCRFDownloadLNDN
	Malaybay City	http://deped.in/IPCRFMALAYBALAY	http://deped.in/IPCRFDownloadMLYBLY
	Misamis Occidental	http://deped.in/IPCRFMISAMISOCC	http://deped.in/IPCRFDownloadMSMOC
	Misamis Oriental	http://deped.in/IPCRFMISAMISOR	http://deped.in/IPCRFDownloadMSMOR
	Oroquieta City	http://deped.in/IPCRFOROQUIETA	http://deped.in/IPCRFDownloadORQT
	Ozamis City	http://deped.in/IPCRFOZAMIS	http://deped.in/IPCRFDownloadOZMS
	Tangub City	http://deped.in/IPCRFTANGUB	http://deped.in/IPCRFDownloadTNGB
	Valencia City	http://deped.in/IPCRFVALENCIA	http://deped.in/IPCRFDownloadVLNC
Region XI	Compostela Valley	http://deped.in/IPCRFCOMPVALLEY	http://deped.in/IPCRFDownloadCMPVL
	Davao City	http://deped.in/IPCRFDAVAOCITY	http://deped.in/IPCRFDownloadDVOC
	Davao del Norte	http://deped.in/IPCRFDAVAODELNORTE	http://deped.in/IPCRFDownloadDVODN
	Davao del Sur	http://deped.in/IPCRFDAVAODELSUR	http://deped.in/IPCRFDownloadDVODS
	Davao Occidental	http://deped.in/IPCRFDAVAOOCC	http://deped.in/IPCRFDownloadDVOOC
	Davao Oriental	http://deped.in/IPCRFDAVAOOR	http://deped.in/IPCRFDownloadDVOOR
	Digos City	http://deped.in/IPCRFDIGOS	http://deped.in/IPCRFDownloadDGS
	Mati City	http://deped.in/IPCRFMATI	http://deped.in/IPCRFDownloadMATI
	Panabo City	http://deped.in/IPCRFPANABO	http://deped.in/IPCRFDownloadPNB
	Samal City	http://deped.in/IPCRFSAMAL	http://deped.in/IPCRFDownloadSML
	Tagum City	http://deped.in/IPCRFTAGUM	http://deped.in/IPCRFDownloadTGM
Region XII	Cotabato City	http://deped.in/IPCRFCOTABATOCITY	http://deped.in/IPCRFDownloadCTBTC
	Cotabato Province	http://deped.in/IPCRFCOTABATOPROV	http://deped.in/IPCRFDownloadCTBTP
	General Santos City	http://deped.in/IPCRFGENSAN	http://deped.in/IPCRFDownloadGNSN
	Kidapawan City	http://deped.in/IPCRFKIDAPAWAN	http://deped.in/IPCRFDownloadKDPWN
	Koronadal City	http://deped.in/IPCRFKORONADAL	http://deped.in/IPCRFDownloadKRNDL
	Saranggani	http://deped.in/IPCRFSARANGGANI	http://deped.in/IPCRFDownloadSRNGN
	South Cotabato	http://deped.in/IPCRFSCOTABATO	http://deped.in/IPCRFDownloadSCTBT
	Sultan Kudarat	http://deped.in/IPCRFSKUDARAT	http://deped.in/IPCRFDownloadSKDRT
	Tacurong City	http://deped.in/IPCRFTACURONG	http://deped.in/IPCRFDownloadTCRNG
Caraga	Agusan del Norte	http://deped.in/IPCRFAGUSANDELNORTE	http://deped.in/IPCRFDownloadAGDN
	Agusan del Sur	http://deped.in/IPCRFAGUSANDELSUR	http://deped.in/IPCRFDownloadAGDS
	Bayugan City	http://deped.in/IPCRFBAYUGAN	http://deped.in/IPCRFDownloadBYGN
	Bislig City	http://deped.in/IPCRFBISLIG	http://deped.in/IPCRFDownloadBSLG
	Butuan	http://deped.in/IPCRFBUTUAN	http://deped.in/IPCRFDownloadBUTN
	Cabadbaran City	http://deped.in/IPCRFCABADBARAN	http://deped.in/IPCRFDownloadCBDBRN
	Dinagat Islands	http://deped.in/IPCRFDINAGAT	http://deped.in/IPCRFDownloadDNGT
	Siargao	http://deped.in/IPCRFSIARGAO	http://deped.in/IPCRFDownloadSRGO

Region	Division	Google Form Link *(To be accessed by School Heads to submit the accomplished school IPCRF Data Consolidation Forms)*	Google Folder Link *(To be accessed by designated SDO-HRDS personnel to download the IPCRF Data Consolidation Forms submitted by schools for further consolidation)*
	Surigao City	http://deped.in/IPCRFSURIGAOCITY	http://deped.in/IPCRFDownloadSRGC
	Surigao del Norte	http://deped.in/IPCRFSURIGAODELNORTE	http://deped.in/IPCRFDownloadSRGDN
	Surigao del Sur	http://deped.in/IPCRFSURIGAODELSUR	http://deped.in/IPCRFDownloadSRGDS
	Tandag City	http://deped.in/IPCRFTANDAG	http://deped.in/IPCRFDownloadTNDG

Results-based Performance Management System

Manual for Teachers and School Heads

Individual Performance Commitment and Review Form (IPCRF)

DATA COLLECTION AND CONSOLIDATION

Guide for School Heads and Other Human Resource Personnel

2019

The Results-based Performance Management System (RPMS) Manual for Teachers and School Heads was developed through the Philippine National Research Center for Teacher Quality (RCTQ) with support from the Australian Government through the Basic Education Sector Transformation (BEST) Program.

© Department of Education - Bureau of Human Resource and Organizational Development

This guide is a supplement material to the Results-based Performance Management System (RPMS) Manual for Teachers and School Heads. The RPMS Manual for Teachers and School Heads was developed through the Philippine National Research Center for Teacher Quality (RCTQ) with support from the Australian Government through the Basic Education Sector Transformation (BEST) Program.

Layout by Michael Wilson I. Rosero

TABLE OF CONTENTS

1 Introduction **4**

1.1 How do we use this Manual?

1.2 Why do we need to collect and consolidate teachers' IPCRF data? 5

1.2 What are the IPCRF data gathering forms? 5

1.3 What are the roles and responsibilities of School Heads and other human resource personnel in the IPCRF data collection and consolidation? 18

2 Collection of Teachers' IPCRF Ratings **19**

2.1 How do you set up and open the IPCRF data gathering forms? 19

2.2 How do you encode the IPCRF ratings of teachers using the IPCRF Rating Collection Form? 23

3 Consolidation and Submission of IPCRF Rating **28**

3.1 How do you consolidate the IPCRF ratings of teachers at the school level? 29

3.2 How do you consolidate the IPCRF data using the IPCRF Data Consolidation Form across governance levels? 35

3.3. How do you submit the consolidated IPCRF data? 36

4 Use and Analysis of Consolidated IPCRF Data **43**

4.1 How do you view and analyze consolidated IPCRF data of teachers? 43

Glossary of Terms/Acronyms

IPCRF	Individual Performance Commitment and Review Form
IPCRF Rating Collection Form	Form used to collect individual IPCRF ratings of teachers. The form changes accordingly based on the position of the teacher whose data is being encoded.
IPCRF Data Consolidation Form	The form used to consolidate data submitted at school, division and regional levels. There are two consolidation forms: one for elementary schools; and one for secondary schools.
PRAISE	Program on Award and Incentives for Service Excellence; A system that aims to encourage, recognize, recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity (DepEd Order No. 9, s. 2002)
QET	Quality, Efficiency and Timeliness are relevant dimensions of performance indicators of the RPMS Tool.
MOV	Means of Verification
PMT	Performance Management Team; the team in-charge of validating the Outstanding Peformance Rating and recommending employees for performance-based rewards (DepEd Order No. 2, s. 2015)

1. Introduction

To better support the continuous professional development of teachers based on the Philippine Professional Standards for Teachers (PPST), the Department of Education, through the Bureau of Human Resource and Organizational Development (BHROD), seeks to establish baseline data on teachers' proficiency level on the first 12 indicators of the PPST. Hence, the DepEd needs to establish an effective mechanism for collection, consolidation and analysis of the RPMS data to obtain such data.

To facilitate the collection and consolidation of IPCRF data of teachers across governance levels, Excel-based data gathering forms were developed. This Manual guides School Heads and other designated personnel at the school, division, regional and national levels in the use of these forms and the process of collection and consolidation of teachers' IPCRF data. It also specifies the roles and responsibilities of personnel responsible for data collection at each governance level.

1.1. How do we use this Manual?

This Manual contains this Introduction and three other chapters that discuss the preliminary details of IPCRF data collection and consolidation system, the tools and processes involved.

The chapters are:
Chapter 1: Introduction
Chapter 2: Collection of Teachers' IPCRF Ratings
Chapter 3: Consolidation and Submission of Consolidated IPCRF Data
Chapter 4: Use and Analysis of Consolidated IPCRF Data

This Manual contains screenshots of Excel-based data gathering forms to guide you on how to use them. It provides step-by-step process on: i) setting up and opening the IPCRF data gathering forms; ii) collection of teacher's IPCRF ratings; iii) consolidation and submission of IPCRF data at different governance levels; and iv) use and analysis of the consolidated data.

The Manual also include the following markers:

Important notes or reminders

Links where the IPCRF data gathering forms and submission forms can be accessed

Signposts indicating that the user can proceed to another major step of data collection and consolidation

1.2. Why do we need to collect and consolidate teachers' IPCRF data?

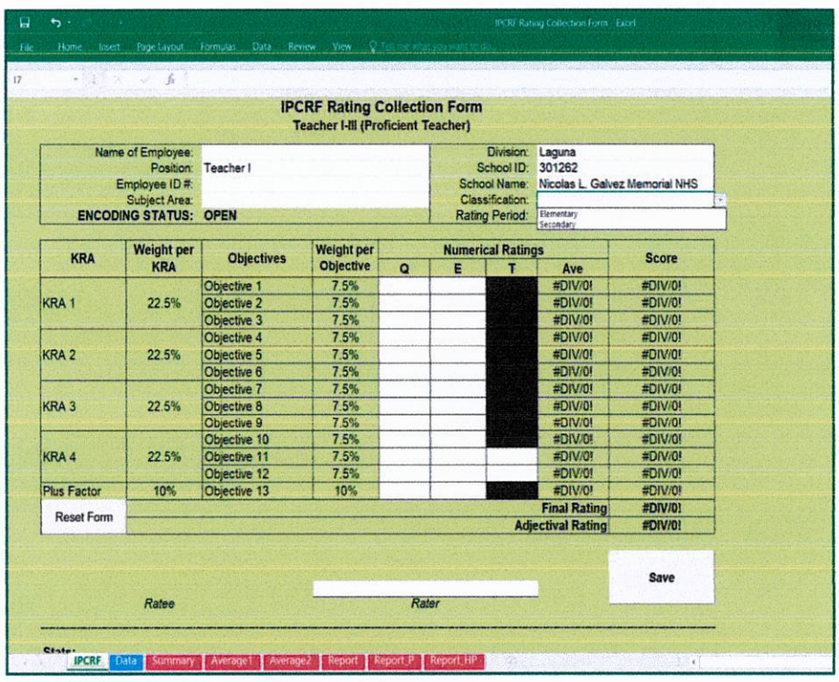
Pursuant to DepEd Order No. 2, s. 2015, results of RPMS ratings will provide inputs to the following:

- Raters in identifying and providing the kinds of interventions needed, based on the development needs identified;
- Bureau of Human Resource and Organizational Development (BHROD) or National Educators Academy of the Philippines (NEAP) in consolidating and coordinating developmental interventions which shall form part of HR Plan and shall be the basis for rewards and incentives;
- Performance Management Team (PMT) in identifying potential PRAISE Awards nominees for various awards categories such as *Lingkod Bayan Award* and Metrobank Outstanding Teachers; and
- PRAISE Committee in determining top performers of the agency who qualify for awards and incentives.

1.3. What are the IPCRF data gathering forms?

There are two types of Excel-based data gathering forms:

1. **IPCRF Rating Collection Form**, which is used to collect individual IPCRF ratings of teachers. The form changes accordingly based on the position of the teacher whose data is being encoded.
2. **IPCRF Data Consolidation Forms**, which are used to consolidate data submitted at school, division and regional levels. There are two consolidation forms: one for elementary schools; and one for secondary schools.



IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee:		Division:	Laguna
Position:	Teacher I	School ID:	301262
Employee ID #:		School Name:	Nicolas L. Galvez Memorial NHS
Subject Area:		Classification:	
ENCODING STATUS:	OPEN	Rating Period:	Elementary / Secondary

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
Reset Form							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

Save

Ratee Rater

Figure 1.1. IPCRF Rating Collection Form

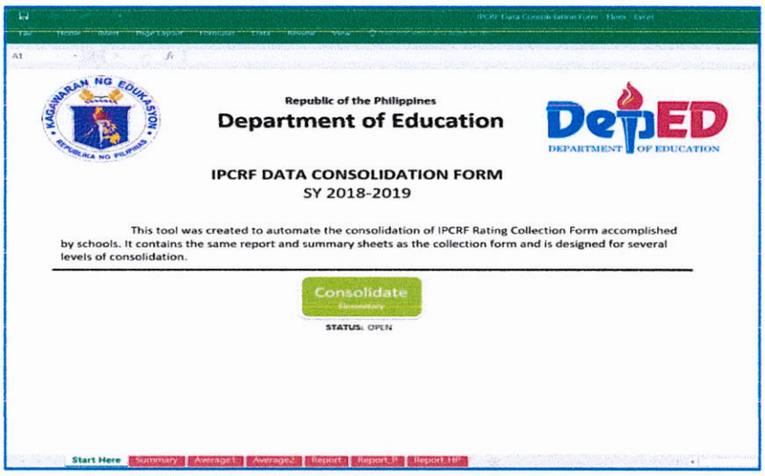


Figure 1.2. IPCRF Data Consolidation Form for Elementary Schools

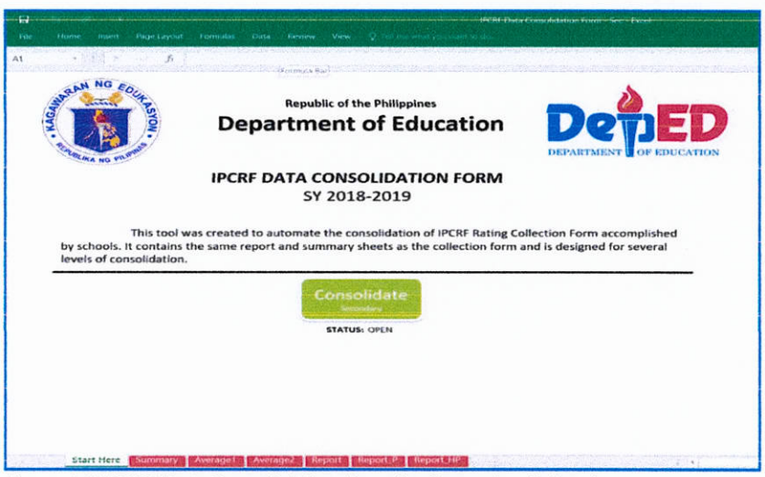


Figure 1.2. IPCRF Data Consolidation Form for Secondary Schools

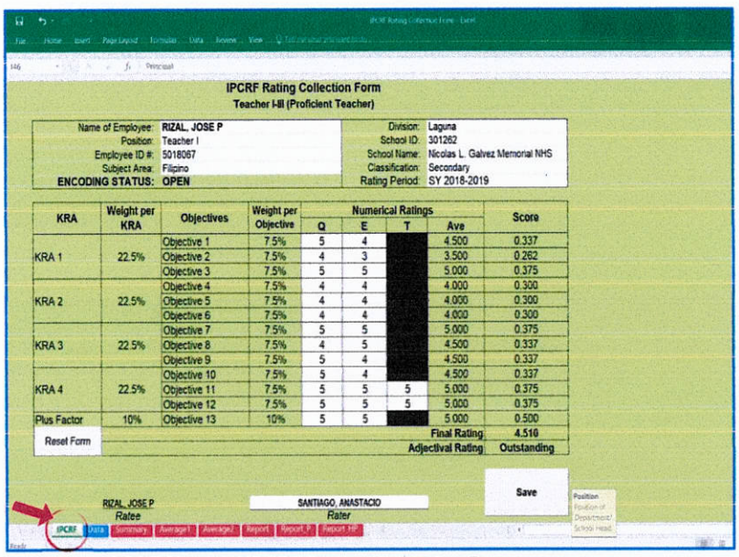
1.3.1. IPCRF Rating Collection Form

The IPCRF Rating Collection Form is intended to collect IPCRF ratings of teachers at the school level. It consists of eight (8) sheets:

- **IPCRF** Sheet
- **Data** Sheet
- **Summary** Sheet
- **Average1** Sheet
- **Average2** Sheet
- **Report** Sheet
- **Report_P** Sheet
- **Report_HP** Sheet

1.3.1.1 IPCRF Sheet

This sheet gathers the IPCRF rating of teachers, as well as other information, including name, position, employee ID, subject area, division, school and school ID, classification, among others.



IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee:	RIZAL, JOSE P	Division:	Laguna
Position:	Teacher I	School ID:	301262
Employee ID #:	5018067	School Name:	Nicolas L. Galvez Memorial NHS
Subject Area:	Filipino	Classification:	Secondary
ENCODING STATUS:	OPEN	Rating Period:	SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.337
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
		Objective 6	7.5%	4	4		4.000	0.300
KRA 3	22.5%	Objective 7	7.5%	5	5		5.000	0.375
		Objective 8	7.5%	4	5		4.500	0.337
		Objective 9	7.5%	5	4		4.500	0.337
KRA 4	22.5%	Objective 10	7.5%	5	4		4.500	0.337
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	4.510
							Adjectival Rating	Outstanding

Reset Form

Save

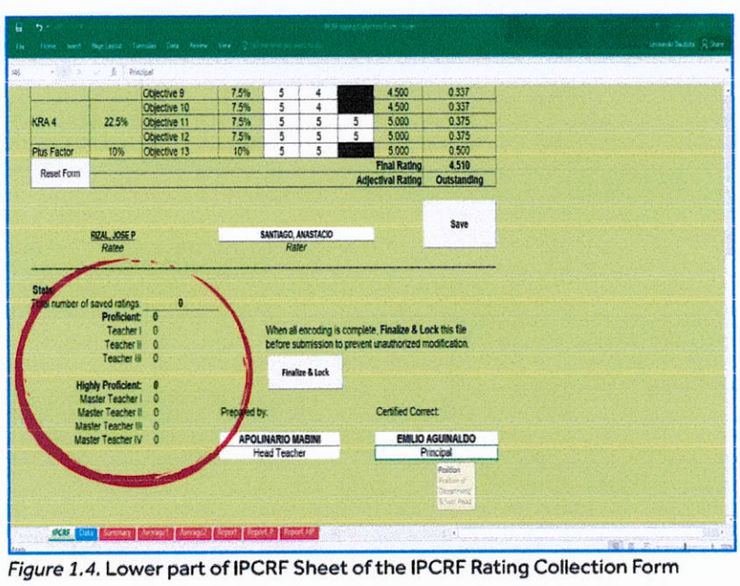
RIZAL, JOSE P
Ratee

SANTIAGO, ANASTACIO
Rater

Figure 1.3. IPCRF Sheet of IPCRF Rating Collection Form

Data inputted in this sheet will be automatically consolidated into summary and report sheets.

The IPCRF sheet also tallies the summary of saved ratings per career stage. It also has **"Finalize & Lock"** button to prevent unauthorized modification of the form.



		Objective 9	7.5%	5	4		4.500	0.337
		Objective 10	7.5%	5	4		4.500	0.337
KRA 4	22.5%	Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	4.510
							Adjectival Rating	Outstanding

Reset Form

Save

RIZAL, JOSE P
Ratee

SANTIAGO, ANASTACIO
Rater

Total number of saved ratings: 0
Proficient: 0
Teacher I 0
Teacher II 0
Teacher III 0
Highly Proficient: 0
Master Teacher I 0
Master Teacher II 0
Master Teacher III 0
Master Teacher IV 0

When all encoding is complete, Finalize & Lock this file before submission to prevent unauthorized modification.

Finalize & Lock

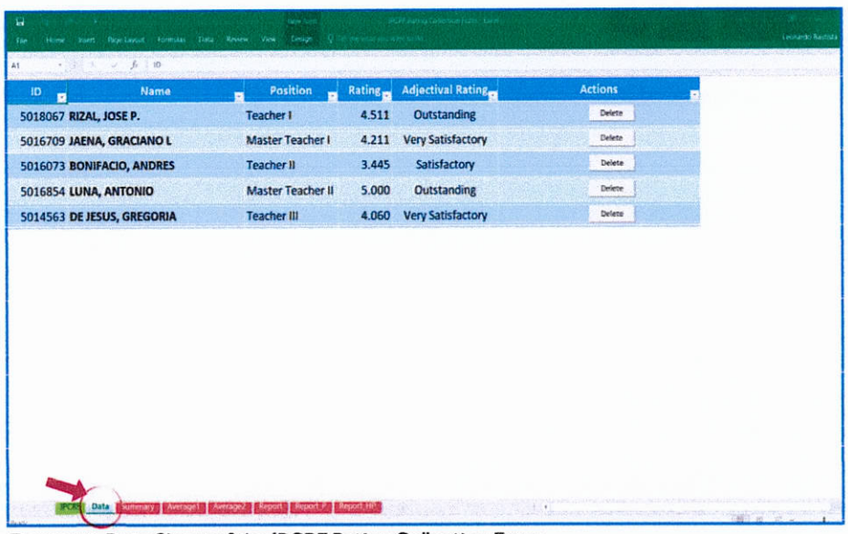
Prepared by:
APOLINARIO MABINI
Head Teacher

Certified Correct:
EMILIO AGUINALDO
Principal

Figure 1.4. Lower part of IPCRF Sheet of the IPCRF Rating Collection Form

1.3.1.2. Data Sheet

This sheet contains saved data of teachers and is used to manage those data. While recorded ratings cannot be modified, they can be deleted if the encoder made a mistake.

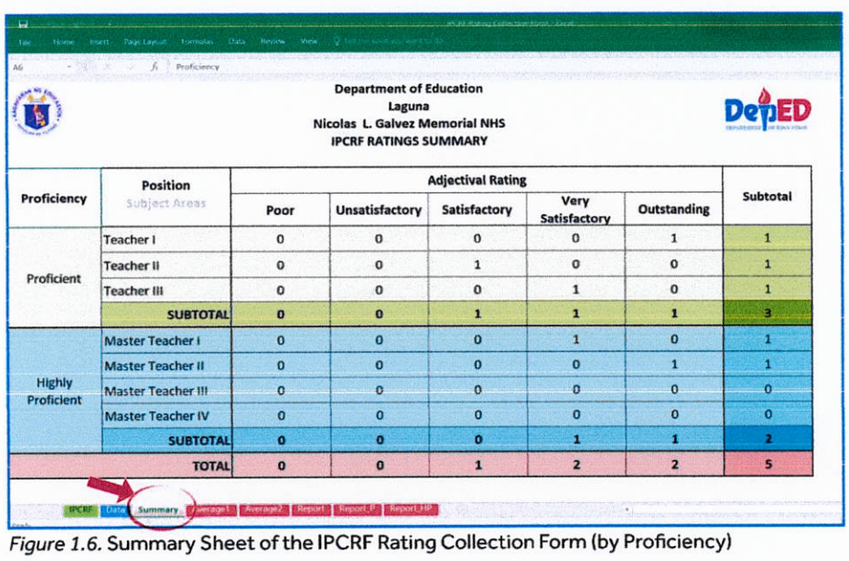


ID	Name	Position	Rating	Adjectival Rating	Actions
5018067	RIZAL, JOSE P.	Teacher I	4.511	Outstanding	Delete
5016709	JAENA, GRACIANO L	Master Teacher I	4.211	Very Satisfactory	Delete
5016073	BONIFACIO, ANDRES	Teacher II	3.445	Satisfactory	Delete
5016854	LUNA, ANTONIO	Master Teacher II	5.000	Outstanding	Delete
5014563	DE JESUS, GREGORIA	Teacher III	4.060	Very Satisfactory	Delete

Figure 1.5. Data Sheet of the IPCRF Rating Collection Form

1.3.1.3. Summary Sheet

This sheet shows the summary of the number of teachers by position/subject area for each adjectival rating.



Department of Education
Laguna
Nicolas L. Galvez Memorial NHS
IPCRF RATINGS SUMMARY

Proficiency	Position / Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	1	0	1
	SUBTOTAL	0	0	1	1	1	3
Highly Proficient	Master Teacher I	0	0	0	1	0	1
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	1	1	2
TOTAL		0	0	1	2	2	5

Figure 1.6. Summary Sheet of the IPCRF Rating Collection Form (by Proficiency)

Proficiency	Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Kindergarten	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	1	1
	English	0	0	0	0	0	0
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	0	0
	Araling Panlipunan	0	0	1	0	0	1
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	1	0	1
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
	SUBTOTAL	0	0	1	1	1	3
Highly Proficient	Kindergarten	0	0	0	0	0	0
	Grade 1 (All Subjects	0	0	0	0	0	0
	Grade 2 (All Subjects	0	0	0	0	0	0
	Grade 3 (All Subjects	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0
	English	0	0	0	1	0	1
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	1	1
	Araling Panlipunan	0	0	0	0	0	0
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	0	0	0
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
	SUBTOTAL	0	0	0	1	1	2
TOTAL		0	0	1	2	2	5

Prepared by:

APOLINARIO MABINI
Head Teacher

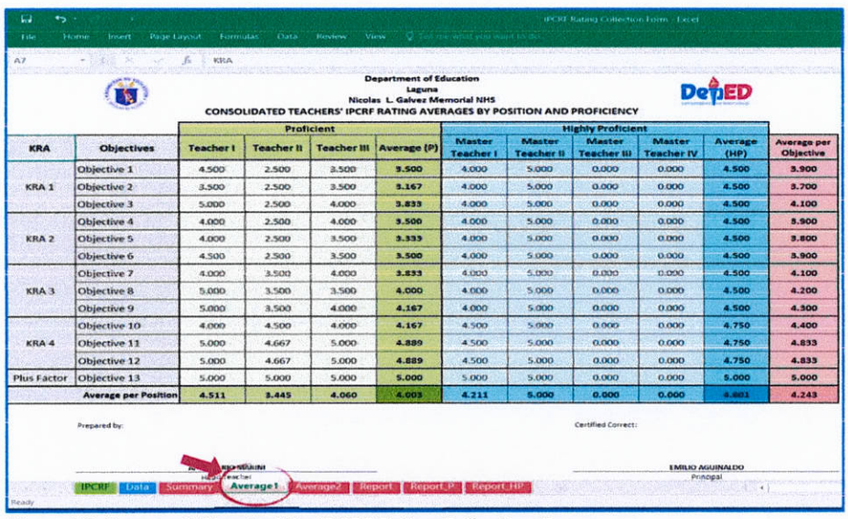
Certified Correct:

EMILIO AGUINALDO
Principal

Figure 1.7. Summary Sheet of the IPCRF Rating Collection Form (Subject Area)

1.3.1.3. Average1 Sheet

This sheet shows averages of rating of teachers in every position for each objective.



Department of Education
Laguna
Nicolas L. Galvez Memorial NHS
CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY POSITION AND PROFICIENCY

KRA	Objectives	Proficient				Highly Proficient					Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV	Average (HP)	
KRA 1	Objective 1	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.500	3.900
	Objective 2	3.500	2.500	3.500	3.167	4.000	5.000	0.000	0.000	4.500	3.700
	Objective 3	5.000	2.500	4.000	3.833	4.000	5.000	0.000	0.000	4.500	4.100
KRA 2	Objective 4	4.000	2.500	4.000	3.500	4.000	5.000	0.000	0.000	4.500	3.900
	Objective 5	4.000	2.500	3.500	3.333	4.000	5.000	0.000	0.000	4.500	3.800
	Objective 6	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.500	3.900
KRA 3	Objective 7	4.000	3.500	4.000	3.833	4.000	5.000	0.000	0.000	4.500	4.100
	Objective 8	5.000	3.500	3.500	4.000	4.000	5.000	0.000	0.000	4.500	4.200
	Objective 9	5.000	3.500	4.000	4.167	4.000	5.000	0.000	0.000	4.500	4.300
KRA 4	Objective 10	4.000	4.500	4.000	4.167	4.500	5.000	0.000	0.000	4.750	4.400
	Objective 11	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
	Objective 12	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
Plus Factor	Objective 13	5.000	5.000	5.000	5.000	5.000	5.000	0.000	0.000	5.000	5.000
	Average per Position	4.511	3.445	4.060	4.003	4.211	5.000	0.000	0.000	4.801	4.243

Prepared by:

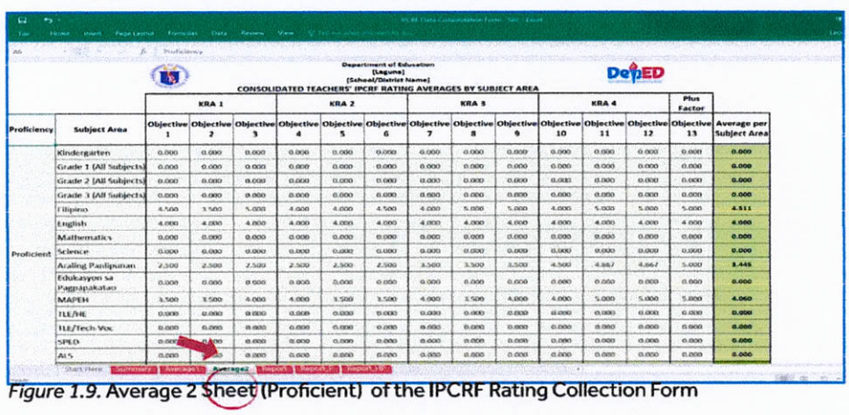
Certified Correct:

EMILIO AGUINALDO
Principal

Figure 1.8. Average 1 Sheet of the IPCRF Rating Collection Form

1.3.1.4. Average2 Sheet

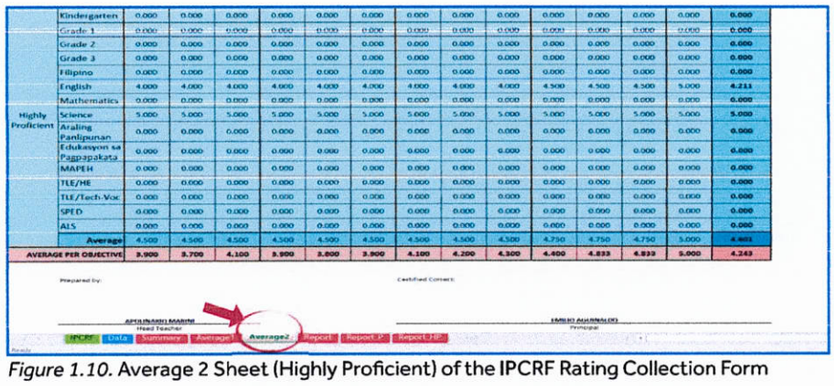
This sheet shows averages of rating of teachers per subject area per proficiency level.



Department of Education
[Laguna]
[School/District Name]
CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY SUBJECT AREA

Proficiency	Subject Area	KRA 1			KRA 2			KRA 3			KRA 4			Plus Factor	Average per Subject Area
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12	Objective 13	
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	4.500	3.500	5.000	4.000	4.000	4.500	4.000	5.000	5.000	4.000	5.000	5.000	5.000	4.511
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	2.500	2.500	2.500	2.500	2.500	2.500	3.500	3.500	3.500	4.500	4.667	4.667	5.000	3.445
	Edukasyon sa Pagpapakatao	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	3.500	3.500	4.000	4.000	3.500	3.500	4.000	3.500	4.000	4.000	5.000	5.000	5.000	4.060
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Figure 1.9. Average 2 Sheet (Proficient) of the IPCRF Rating Collection Form



	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.500	4.500	4.500	5.000	4.211
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Highly Proficient	Science	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakata	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Average	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.750	4.750	4.750	5.000	4.901
AVERAGE PER OBJECTIVE		3.900	3.700	4.100	3.900	3.800	3.900	4.100	4.200	4.300	4.400	4.833	4.833	5.000	4.243

Prepared by: Certified Correct:

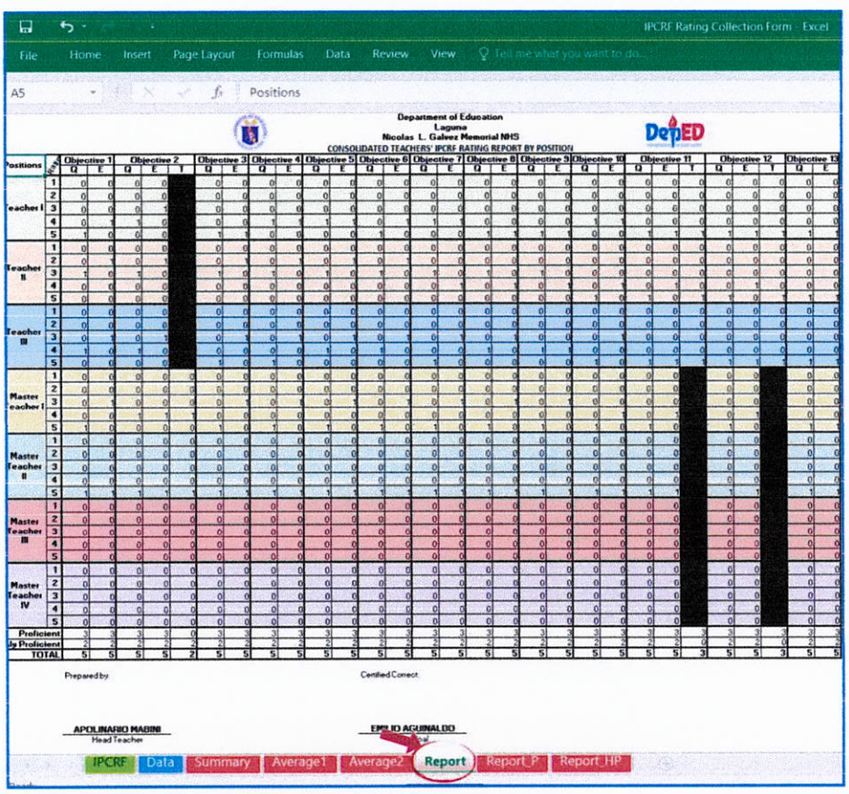
APOLINARIO MABINI, Head Teacher — EMILIO AGUINALDO, Principal

IPCRF | Data | Summary | Average1 | Average2 | Report | Report_P | Report_HP

Figure 1.10. Average 2 Sheet (Highly Proficient) of the IPCRF Rating Collection Form

1.3.1.5. Report Sheet

This sheet tallies the number of teachers per rating for Quality, Efficiency, Timeliness (QET) by position/subject area rating in every objective. Data in this sheet are automatically generated from the encoded ratings in the IPCRF sheet.



IPCRF Rating Collection Form - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Tell me what you want to do...

A5 | Positions

Department of Education
Laguna
Nicolas L. Galvez Memorial NHS
CONSOLIDATED TEACHERS' IPCRF RATING REPORT BY POSITION

Positions	#	Objective 1		Objective 2			Objective 3		Objective 4		Objective 5		Objective 6		Objective 7		Objective 8		Objective 9		Objective 10		Objective 11			Objective 12			Objective 13	
		Q	E	Q	E	T	Q	E	Q	E	Q	E	Q	E	Q	E	Q	E	Q	E	Q	E	Q	E	T	Q	E	T	Q	E
Teacher I	1	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3	0	0	0	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4	0	1	1	0		0	0	1	1	1	1	0	1	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0
	5	1	0	0	0		1	1	0	0	0	0	1	0	0	0	1	1	1	1	0	0	1	1	1	1	1	1	1	1
Teacher II	1	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2	0	1	0	1		0	1	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3	1	0	1	0		1	0	1	0	1	0	1	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
	4	0	0	0	0		0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	1	0	1	0	0	1	0	0	0
	5	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	1	1	1
Teacher III	1	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3	0	1	0	1		0	1	0	1	0	1	0	1	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0
	4	1	0	1	0		0	0	0	0	1	0	1	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
	5	0	0	0	0		1	0	1	0	0	0	0	0	1	0	0	0	0	0	1	0	1	1	1	1	1	1	1	1
Master Teacher I	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	3	0	1	0	0	0	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	0	0	0		0	0		0	0
	4	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1		0	1		0	0
	5	1	0	0	0	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0		1	0		1	1
Master Teacher II	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1		1	1
Master Teacher III	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
Master Teacher IV	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0
Proficient		3	3	3	3	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Sy Proficient		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	2	2	0	2	2
TOTAL		5	5	5	5	2	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	3	5	5

Prepared by: Certified Correct:

APOLINARIO MABINI, Head Teacher — EMILIO AGUINALDO, Principal

IPCRF | Data | Summary | Average1 | Average2 | Report | Report_P | Report_HP

Figure 1.11. Report Sheet per Position

1.3.1.6. Report_P Sheet

This sheet tallies the total number of Proficient Teachers per QET rating by subject area in every objective.

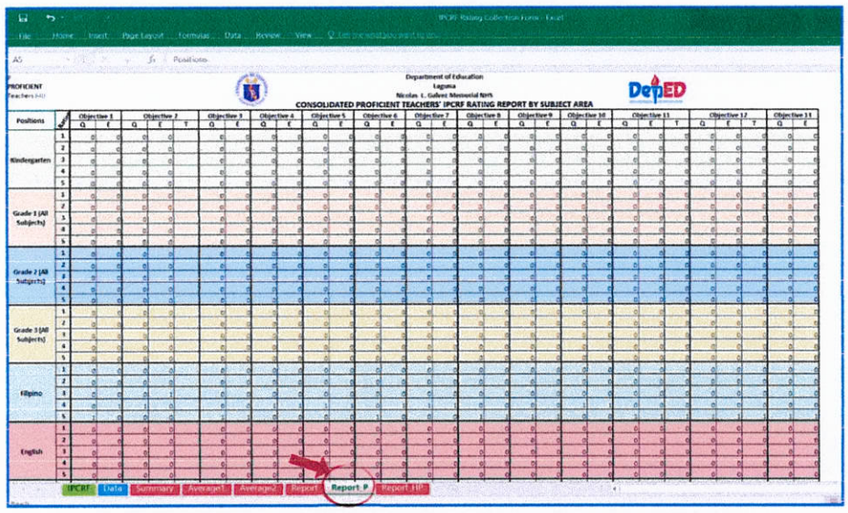


Figure 1.12. Consolidated Proficient Teachers' IPCRF Rating Report by Subject Area

1.3.1.7. Report_HP Sheet

This sheet tallies the total number of Proficient Highly Teachers per QET rating by subject area in every objective.

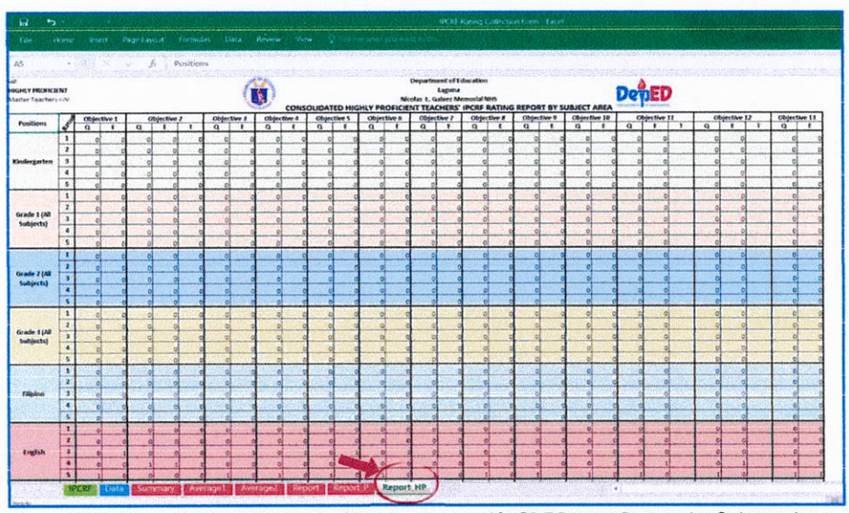


Figure 1.13. Consolidated Highly Proficient Teachers' IPCRF Rating Report by Subject Area

1.3.2. IPCRF Data Consolidation Form

The IPCRF Data Consolidation Form is intended to automatically consolidate IPCRF data submitted across governance levels. It consists of seven (7) sheets:

- **Start Here** Sheet
- **Summary** Sheet
- **Average 1** Sheet
- **Average 2** Sheet
- **Report** Sheet
- **Report_P** Sheet
- **Report_HP** Sheet

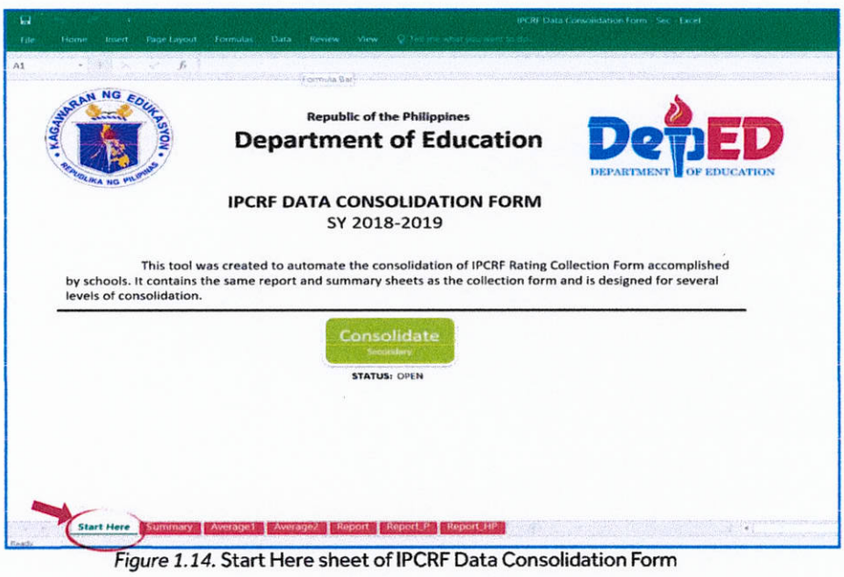


Figure 1.14. Start Here sheet of IPCRF Data Consolidation Form

1.3.2.1 Start Here Sheet

This sheet introduces the IPCRF data consolidation form and contains the consolidation button.

1.3.2.2. Summary Sheet

This sheet shows the summary of the number of teachers by position/subject area for each adjectival rating.

This sheet is partially locked. You can edit and type the name of your school or division and personnel who will prepare and certify this form. See Figures 1.15 and 1.16.

Department of Education
[Division]
[School/District Name]
IPCRF RATINGS SUMMARY

Proficiency	Position	Adjectival Rating					Subtotal
	Subject Areas	Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	2	0	2
	SUBTOTAL	0	0	1	2	1	4
Highly Proficient	Master Teacher I	0	0	0	2	0	2
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	2	1	3
TOTAL		0	0	1	4	2	7

Figure 1.15. Summary Sheet of IPCRF Data Consolidation Form (Proficiency Level)

IPCRF RATINGS SUMMARY

Proficiency	Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Kinder	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	1	1
	English	0	0	0	1	0	1
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	0	0
	Araling Panlipunan	0	0	1	0	0	1
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	1	0	1
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
	SUBTOTAL	0	0	1	2	1	4
Highly Proficient	Kinder	0	0	0	0	0	0
	Grade 1 (All	0	0	0	0	0	0
	Grade 2 (All	0	0	0	0	0	0
	Grade 3 (All	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0
	English	0	0	0	1	0	1
	Mathematics	0	0	0	1	0	1
	Science	0	0	0	0	1	1
	Araling Panlipunan	0	0	0	0	0	0
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	0	0	0
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
	SUBTOTAL	0	0	0	2	1	3
TOTAL		0	0	1	4	2	7

Prepared by:

[Name]
[Position]

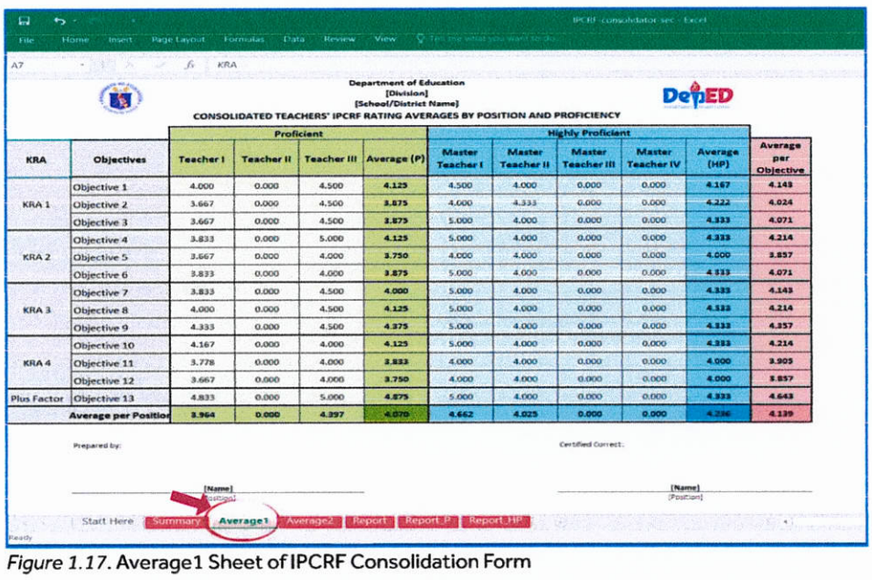
Certified Correct:

[Name]
[Position]

Figure 1.16. Summary sheet of IPCRF Data Consolidation Form (Subject Area)

1.3.2.3. Average1 Sheet

This sheet shows averages of rating of teachers by position per objective.



Department of Education
[Division]
[School/District Name]

CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY POSITION AND PROFICIENCY

KRA	Objectives	Proficient				Highly Proficient					Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV	Average (HP)	
KRA 1	Objective 1	4.000	0.000	4.500	4.125	4.500	4.000	0.000	0.000	4.167	4.145
	Objective 2	3.667	0.000	4.500	3.875	4.000	4.333	0.000	0.000	4.222	4.024
	Objective 3	3.667	0.000	4.500	3.875	5.000	4.000	0.000	0.000	4.333	4.071
KRA 2	Objective 4	3.833	0.000	5.000	4.125	5.000	4.000	0.000	0.000	4.333	4.214
	Objective 5	3.667	0.000	4.000	3.750	4.000	4.000	0.000	0.000	4.000	3.857
	Objective 6	3.833	0.000	4.000	3.875	5.000	4.000	0.000	0.000	4.333	4.071
KRA 3	Objective 7	3.833	0.000	4.500	4.000	5.000	4.000	0.000	0.000	4.333	4.143
	Objective 8	4.000	0.000	4.500	4.125	5.000	4.000	0.000	0.000	4.333	4.214
	Objective 9	4.333	0.000	4.500	4.375	5.000	4.000	0.000	0.000	4.333	4.357
KRA 4	Objective 10	4.167	0.000	4.000	4.125	5.000	4.000	0.000	0.000	4.333	4.214
	Objective 11	3.778	0.000	4.000	3.833	4.000	4.000	0.000	0.000	4.000	3.905
	Objective 12	3.667	0.000	4.000	3.750	4.000	4.000	0.000	0.000	4.000	3.857
Plus Factor	Objective 13	4.833	0.000	5.000	4.875	5.000	4.000	0.000	0.000	4.333	4.643
	Average per Position	3.964	0.000	4.397	4.070	4.662	4.025	0.000	0.000	4.236	4.139

Prepared by:

[Name]
[Position]

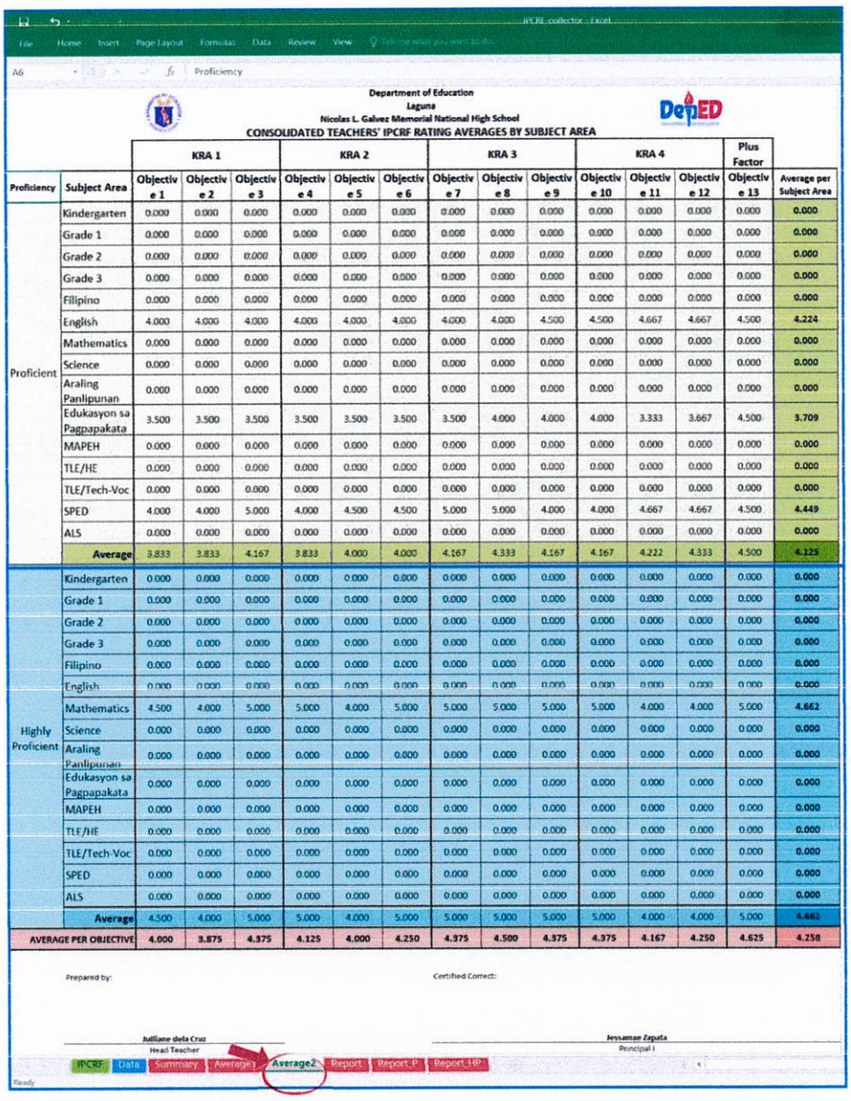
Certified Correct:

[Name]
[Position]

Figure 1.17. Average1 Sheet of IPCRF Consolidation Form

1.3.2.4. Average2 Sheet

This sheet shows averages of teachers' rating per subject area and per proficiency level.



Department of Education
Laguna
Nicolas L. Galvez Memorial National High School
CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY SUBJECT AREA

		KRA 1			KRA 2			KRA 3			KRA 4			Plus Factor	
Proficiency	Subject Area	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12	Objective 13	Average per Subject Area
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.500	4.500	4.667	4.667	4.500	4.224
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakata	3.500	3.500	3.500	3.500	3.500	3.500	3.500	4.000	4.000	4.000	3.333	3.667	4.500	3.709
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	4.000	4.000	5.000	4.000	4.500	4.500	5.000	5.000	4.000	4.000	4.667	4.667	4.500	4.449
	ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Average	3.833	3.833	4.167	3.833	4.000	4.000	4.167	4.333	4.167	4.167	4.222	4.333	4.500	4.125
Highly Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	English	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Mathematics	4.500	4.000	5.000	5.000	4.000	5.000	5.000	5.000	5.000	5.000	4.000	4.000	5.000	4.662
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakata	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Average	4.500	4.000	5.000	5.000	4.000	5.000	5.000	5.000	5.000	5.000	4.000	4.000	5.000	4.662
AVERAGE PER OBJECTIVE		4.000	3.875	4.375	4.125	4.000	4.250	4.375	4.500	4.375	4.375	4.167	4.250	4.625	4.258

Prepared by:

Juliane dela Cruz
Head Teacher

Certified Correct:

Jessamae Zapata
Principal I

Figure 1.18. Averages per Subject Area

1.3.2.5. Report Sheet

This sheet tally the consolidated number of teachers by position/subject area by objective and QET rating. Data in this sheet are automatically generated from the encoded ratings in the IPCRF sheet.

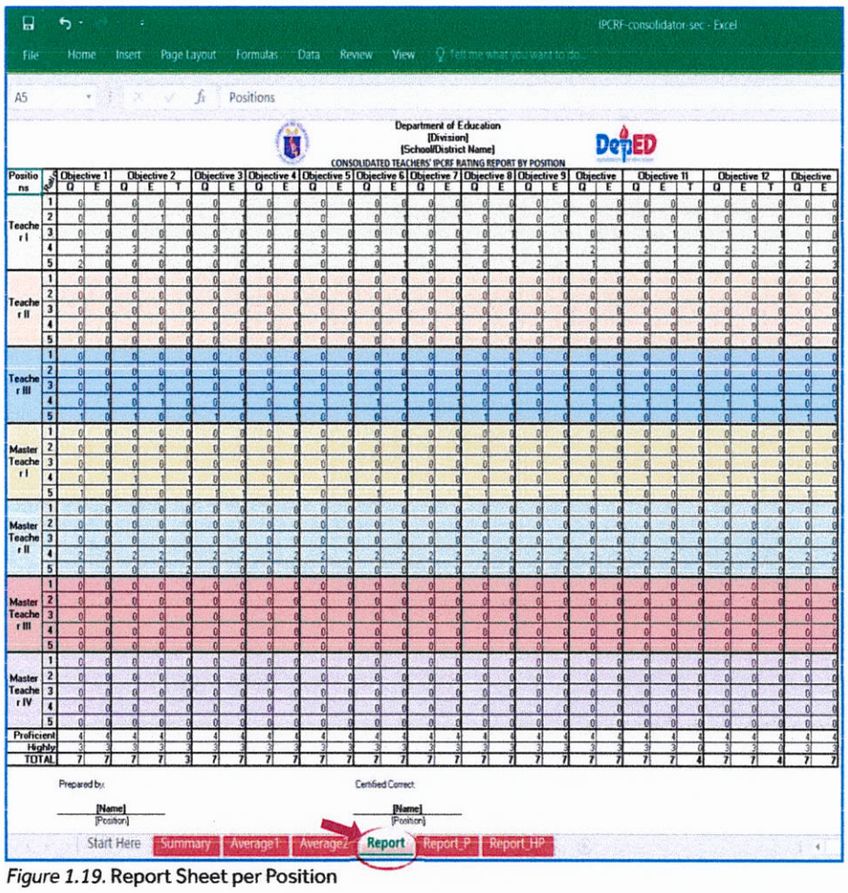


Figure 1.19. Report Sheet per Position