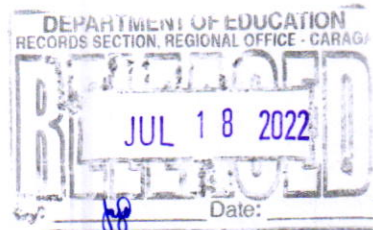




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



July 14, 2022

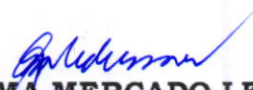
REGIONAL MEMORANDUM

No. 0628, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

CLARIFICATIONS ON DM-HROD-2022-15-9 (INSTRUCTIONS ON THE  
SUBMISSION OF THE INDIVIDUAL PERFORMANCE COMMITMENT  
AND REVIEW FORM (IPCRF) OF TEACHERS  
FOR SCHOOL YEAR 2021-2022)

1. Attached is Memorandum No. DM-HROD-2022-1702 titled, Clarifications on DM-HROD-2022-1509 (Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022) containing the responses to Frequently Asked Questions (FAQ) received by the Bureau of the Human Resource and Organizational Development (BHROD) for reference and guidance.
2. For information and wide dissemination.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 

Encl/s.: As Stated

Reference/s: DM-HROD-202201509

RM No. 0600, s. 2022

To be indicated in the Perpetual Index  
under the following subjects:

IPCRF

RPMS

TEACHERS

HRD/mmv  
06/14/2022



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2022-1702

TO : ALL REGIONAL OFFICE  
ALL SCHOOLS DIVISION OFFICES  
ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
ALL OTHERS CONCERNS

FROM :  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : *Clarifications on DM-HROD-2022-1509 (Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022)*

DATE : 6 July 2022

In light of the release of **DM-HROD-2022-1509** or the *Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022*) last 01 July 2022, attached to this memorandum are the responses to Frequently Asked Questions (FAQs) received by the Bureau of Human Resource and Organizational Development (BHROD).

For further questions or clarifications, you may contact the BHROD- Human Resource Development Division email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number: (02) 8470-6630.

For your information and dissemination.

**FREQUENTLY ASKED QUESTIONS (FAQS) on DM-HROD-2022-1509**  
*(Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022)*

| #             | FAQs                                                                                                                                                                                                                                            | RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |                   |               |             |               |                   |               |              |               |                |             |      |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------|---------------|-------------|---------------|-------------------|---------------|--------------|---------------|----------------|-------------|------|
| 1             | Will the DepEd Central Office (CO) release an e-ICPRF for SY 2021-2022?                                                                                                                                                                         | <b>NO</b> , DepEd CO will not release an e-IPCRF for SY 2021-2022 per <b>DM-HROD-2022-1509</b> ( <i>Instructions on the Submission of the IPCRF of Teachers for School Year 2021-2022</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |                   |               |             |               |                   |               |              |               |                |             |      |
|               | Are schools and/or teachers allowed to develop and/or use their own e-IPCRF for SY 2021-2022?<br><br>Are there any parameters that can help me determine if the e-IPCRF that I use is legitimate/aligned with the RPMS-PPST issuances of DepEd? | <b>YES</b> , the development and use of an e-IPCRF for SY 2021-2022 created by any DepEd employee may be allowed provided that the tool has the following elements: <ul style="list-style-type: none"><li>a. Should have all the components of the IPCRF template (Parts I to IV) as prescribed in <b>DepEd Order No. 2, 2015</b></li><li>b. Should contain all 19 indicators of the RPMS-PPST for SY 2021-2022 (<b>DepEd Memorandum No. 004, s. 2022</b>)</li><li>c. The WEIGHTS PER OBJECTIVE should amount to 100% and be divided as follows:<ul style="list-style-type: none"><li>a. Obj. 1 to 18 = 5% (<i>per objective</i>)</li><li>b. Obj 19 (Plus Factor) = 10%</li></ul></li><li>d. Should only allow a maximum of two (2) classroom observation ratings</li><li>e. COT rating should have the following range:<ul style="list-style-type: none"><li>a. Proficient = 3 to 7</li><li>b. Highly Proficient = 4 to 8</li></ul></li><li>f. The QUALITY RATING should be an average of the two (2) COT ratings following the prescribed range in <b>DO 2, s. 2015</b>:</li></ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p><u>Formula:</u></p><p style="text-align: center;"><b>AVERAGE x WEIGHT PER OBJECTIVE = FINAL SCORE</b></p><p><u>For example:</u></p><p style="text-align: center;">4 (AVE) x 0.05 (WPO) = 0.250 (FS)</p></div> <ul style="list-style-type: none"><li>g. The FINAL SCORE should be three (3) decimal places and computed using the following: formula:</li></ul> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><thead><tr><th>RANGE</th><th>ADJECTIVAL RATING</th></tr></thead><tbody><tr><td>4.500 – 5.000</td><td>Outstanding</td></tr><tr><td>3.500 – 4.499</td><td>Very Satisfactory</td></tr><tr><td>2.500 – 3.499</td><td>Satisfactory</td></tr><tr><td>1.500 – 2.499</td><td>Unsatisfactory</td></tr><tr><td>below 1.499</td><td>Poor</td></tr></tbody></table> | RANGE | ADJECTIVAL RATING | 4.500 – 5.000 | Outstanding | 3.500 – 4.499 | Very Satisfactory | 2.500 – 3.499 | Satisfactory | 1.500 – 2.499 | Unsatisfactory | below 1.499 | Poor |
| RANGE         | ADJECTIVAL RATING                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                   |               |             |               |                   |               |              |               |                |             |      |
| 4.500 – 5.000 | Outstanding                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                   |               |             |               |                   |               |              |               |                |             |      |
| 3.500 – 4.499 | Very Satisfactory                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                   |               |             |               |                   |               |              |               |                |             |      |
| 2.500 – 3.499 | Satisfactory                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                   |               |             |               |                   |               |              |               |                |             |      |
| 1.500 – 2.499 | Unsatisfactory                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                   |               |             |               |                   |               |              |               |                |             |      |
| below 1.499   | Poor                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                   |               |             |               |                   |               |              |               |                |             |      |

|   |                                                                                                                                     |                                                                                                                                                                                                                                                                                                     |
|---|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                                                                                     | <p>h. The rating for Part II: Core Behavioral Competencies should follow the 5-likert scale prescribed in <b>DO 2, s. 2015</b></p> <p>i. Should allow spaces for signature of the Ratee, Rater, and Approving Authority</p>                                                                         |
| 2 | What does "manual accomplishment" mean in DM-HROD-2022-1509?                                                                        | <p>Manual accomplishment pertains to the following:</p> <ul style="list-style-type: none"> <li>a. manual encoding and computation of the 19 PPST objectives, weights, and performance indicators using paper-and-pen; or</li> <li>b. encoding and computation using an electronic IPCRF.</li> </ul> |
| 4 | I found an e-IPCRF that follows the parameters mentioned in No. 2, however, I need to pay a certain fee to use it. Is this allowed? | <b>NO.</b> The IPCRF, whether in manual or digital form, was issued through DO 2, s. 2015 and is therefore for public consumption. <b>Any act of selling and/or illegal distribution of IPCRF and/or e-IPCRF templates are strictly prohibited and subject to administrative action.</b>            |
| 5 | What do I do if I come across DepEd employees who sell/illegally distribute IPCRF/e-IPCRF templates?                                | Employees who discover any act of selling and/or illegal distribution of IPCRF/e-IPCRF templates are urged to report the incident to the <b>BHROD-HRDD</b> through e-mail <a href="mailto:bhrod.hrdd@deped.gov.ph">bhrod.hrdd@deped.gov.ph</a>                                                      |