



Republic of the Philippines
Department of Education
CARAGA REGION



August 5, 2020

REGIONAL MEMORANDUM
No. 325, s. 2020

To: Schools Division Superintendents
This Region

ONLINE SUBMISSION OF THE E-IPCRF OF TEACHERS FOR SY 2019-2020

1. In compliance with DM-PHRODFO-2020-00199, the online submission of the e-IPCRF of teachers for SY 2019-2020 was officially opened on **August 3, 2020** and shall end on the **3rd week of August 2020**.
2. The links for the submission in the system are:
<http://bit.ly/IPCRFSubmission> or **<http://bit.ly/IPCRFSystemSubmit>**.
3. Only the registered uploaders can access the links. They are:
 - a. School-based uploaders for teaching personnel in schools; and
 - b. Division-based uploaders for ALS teachers assigned in CLCs.
4. Schools who have not yet registered as official uploaders or have registered by experiencing accessibility issues (e.g. the notice "Your email address is not registered as IPCRF Uploader" appears) in the IPCRF Data Submission System are advised, through the HRD-SEPS, to accomplish the supplemental template at this link: **<https://bit.ly/13IPCRFU>** on or before **August 10, 2020**.
5. SDOs who failed to register in the separate User Registration link for ALS teachers in the CLCs, the link **<http://bit.ly/IPCRFUserRegistrationCLC>** is still available. Hence, SDO uploaders for CLCs should NOT be included in the attached template.
6. Each e-IPCRF file shall have been checked and validated in terms of accuracy and completeness of ALL entries before uploading the file. Refer to the IPCRF User Guide, access at **<http://deped.in/IPCRFEncode20192020>**, specifically on the steps on accomplishing the e-IPCRF. Once files are uploaded, the school can no longer edit or correct the files.
7. Each file uploaded in the system is assumed to have been approved/agreed upon by the Ratee, Rater and Approving Authority, even though digital signatures are not present in the e-IPCRF. A mechanism shall have been established in the school and division levels regarding this matter, especially for MTs and ALS teachers in CLCs whose approving authorities are division-based personnel.
8. RO and SDO personnel in-charge of RPMS will receive email regarding the details on access to the monitoring system to monitor submission of the schools.

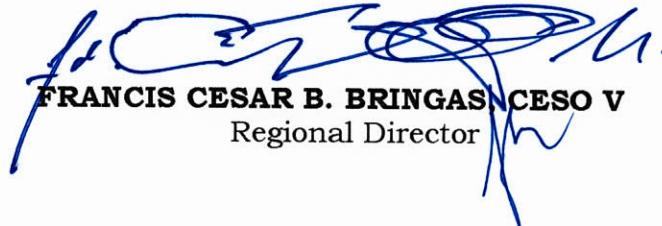


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9. The steps in the uploading the e-IPCRF is attached hereto for reference.
10. For Technical Assistance, contact Dr. Flordelisa R. Dalin, HRDD Chief and Ms. Marlyne M. Villareal, HRDD-EPS/RPMS Focal Person, through email at **hrdd_caraga@deped.gov.ph**.
11. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS **CESO V**
Regional Director

Encls.: None

Reference: DM-PHRODFO-2020-00199

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

IPCRF

PERFORMANCE MANAGEMENT

RPMS

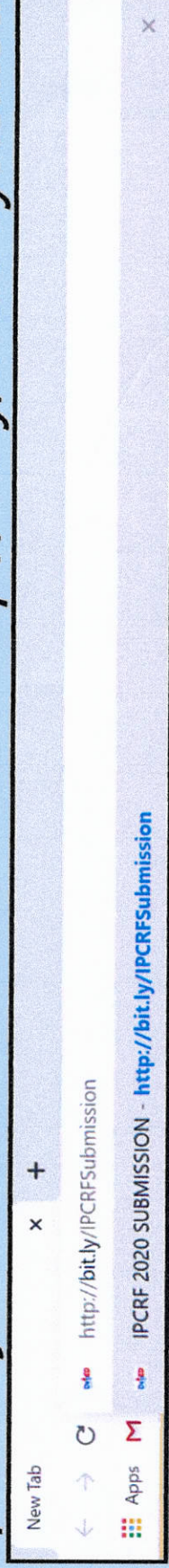
HRD/mmvm
08/05/2020

STEPS IN UPLOADING THE E-IPCRF OF TEACHERS RPMS SY 2019-2020

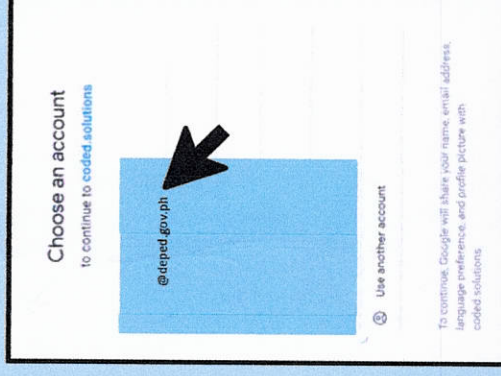
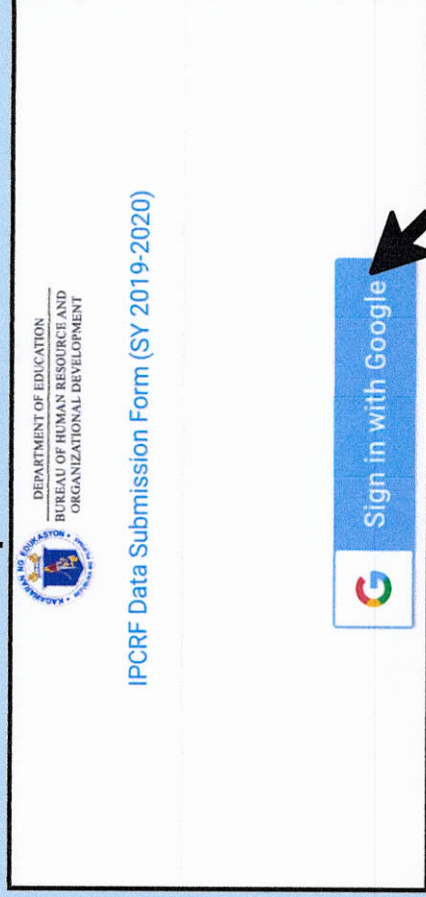


1 Open the link for submission:

<http://bit.ly/IPCRFSubmission> OR <http://bit.ly/IPCRFSystemSubmit>



2 Click 'Sign in with Google', and use your DepEd email address enrolled as IPCRF uploader.



STEPS IN UPLOADING THE E-IPCRF OF TEACHERS

RPMS SY 2019-2020



3 Read and understand the notes and instructions carefully.



DEPARTMENT OF EDUCATION
BUREAU OF HUMAN RESOURCE AND
ORGANIZATIONAL DEVELOPMENT

IPCRF Data Submission Form (SY 2019-2020)

Privacy Notice

By using this system, you agree to authorize the Department of Education to collect, process, retain, and dispose of your personal information in accordance with Data Privacy Act of 2012.

This form collects all data/information from the eIPCRF (Parts I-IV) file of each teacher of the Department.

MAKE SURE THAT YOU UPLOAD THE CORRECT FILES. YOU CANNOT REPLACE THE DATA ALREADY UPLOADED.

Thank you for taking the time to accomplish this form. The name, username, and photo associated with your Google account will be recorded when you upload the file and submit this form.

LOGOUT

Name

Active Email

@deped.gov.ph

STEPS IN UPLOADING THE E-IPCRF OF TEACHERS

RPMS SY 2019-2020



4 Click *'Upload IPCRF File Here'*, then browse and select the file to be uploaded.

UPLOAD IPCRF FILE HERE:

VIEW SUBMISSIONS

Teacher's name	School ID
Teacher's Name	School ID
Region	School Name
Region	School Name
Division	
Division	

**Note: Details are based on the file uploaded.*

5 Review the details of the file, and click *'Submit'*.

UPLOAD IPCRF FILE HERE:

DepEd f

SUBMIT

VIEW SUBMISSIONS

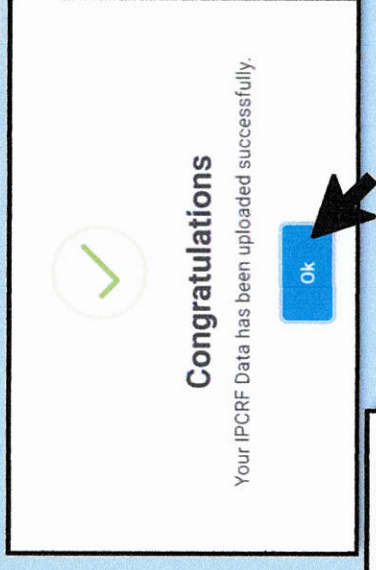
Teacher's name	School ID
ALONZO, TEODORA Y.	123456
Region	School Name
IV-A - CALABARZON	Angelo Uy National High School
Division	
Bifan City	

**Note: Details are based on the file uploaded.*

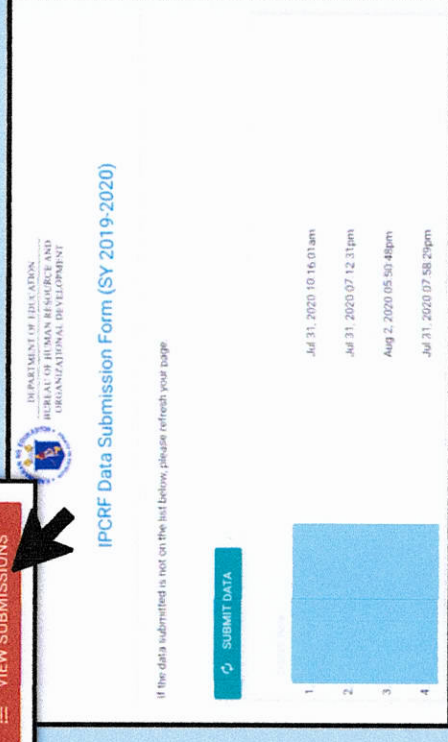
STEPS IN UPLOADING THE E-IPCRF OF TEACHERS RPMS SY 2019-2020



- 6 A successful uploading shows you this notice:
Then click 'Ok'.



- 7 You may click 'View Submissions' to check the status of uploaded file.
You can use the 'Search' field to look for the name of a teacher whose file is already uploaded.



- 8 Repeat Steps 4-7 for the other e-IPCRF Files.
Click 'Logout' in the homepage as soon as done.

