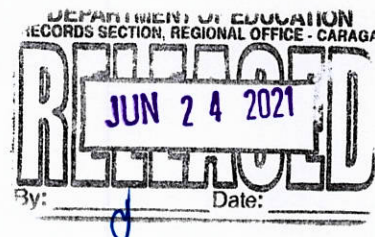




Republic of the Philippines
Department of Education
CARAGA REGION



June 23, 2021

REGIONAL MEMORANDUM
No. 435, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ISSUANCE OF THE ELECTRONIC - INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (E-IPCRF) AND (E- SAT)
CONSOLIDATION TOOL FOR SCHOOL YEAR 2020 - 2021

1. In reference to DepEd Memorandum – PHROD – 2021 – 0498, the Bureau of Human Resource and Organizational Development – Human Resource and Development Division (BHROD-HRDD) with the assistance of the Information and Communication Technology (ICT) experts from the field, developed the electronic – Individual Performance Commitment and Review Form (e-IPCRF) and electronic – Self Assessment Tool (e-SAT) Consolidation Tool for School Year 2020 – 2021 which was modified to complement the changes in the RPMS Tools of Proficient and Highly Proficient Teachers.
2. These electronic tools shall be used by teaching personnel to accomplish and submit their IPCRF for SY 2020 – 2021.
3. The electronic tools can be accessed and downloaded through this link:
bit.ly/RPMSPPST20202021
4. All personnel are informed to refrain from using and distributing unauthorized tools/versions of the SY 2020-2021 e-IPCRF and/or e-SAT Consolidation tool.
5. For your information and guidance.


EVELYN R. FETALVERO, CESO IV
Director IV

Encl/s.: As stated
Reference/s: DM-PHROD-2021-0498
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION

PERFORMANCE

HRD/tgc
06/23/2021



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-PHROD-2021-0498

TO : Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  JESUS L.R. MATEO
Undersecretary for Planning and Human Resource and
Organizational Development

SUBJECT : Issuance of the Electronic - Individual Performance
Commitment and Review Form (e-IPCRF) and Electronic - Self
Assessment Tool (e-SAT) Consolidation Tool for School Year
2020-2021

DATE : 17 June 2021

The Bureau of Human Resource and Organizational Development - Human Resource and Development Division (BHROD-HRDD), with the assistance of our Information and Communications Technology (ICT) experts from the field, have developed the electronic - Individual Performance Commitment and Review Form (e-IPCRF) and electronic - Self-Assessment Tool (e-SAT) Consolidation Tool for School Year (SY) 2020-2021 which was modified to complement the changes in the RPMS Tools of Proficient and Highly Proficient Teachers. These electronic tools shall be used by teaching personnel to accomplish and submit their IPCRFs for SY 2020-2021.

In relation to this, attached are the Guide on the Use of the e-IPCRF for SY 2020-2021 (*see Annex A*) and the Guide on the use of the e-SAT Consolidation Tool for SY 2020-2021 (*see Annex B*). The said electronic tools can be accessed and downloaded through this link: bit.ly/RPMSPPST20202021.

Further, may we remind and direct all field personnel to refrain from using and distributing unauthorized tools/versions of the SY 2020-2021 e-IPCRF and/or e-SAT Consolidation Tool

which circulated in various online platforms prior to the issuance of this memorandum. Continued use of these tools will result in incompatibility with the official version issued by the Central Office, specifically, issues such as errors in the data collection of e-IPCRF results and consolidation of e-SAT results. In cases where a field personnel were able to complete the accomplishment of their e-IPCRFs or e-SAT Consolidation Tool, the said personnel must transfer the information from these unauthorized tools to the prescribed tools/version issued by this Office.

For any questions or clarifications, you may contact BHROD-HRDD at telephone no. (02) 8470-6630 or email at **bhrod.hrdd@deped.gov.ph**.

For your information and guidance.

Annex B
GUIDE ON THE USE OF THE E-SAT TOOL FOR SY 2020-2021
Attachment to DM-PHROD-2021-_____

A. The Self-Assessment Tool (SAT)-RPMS

- Comprise of the **self-assessment questionnaires within the RPMS** designed for teachers and master teachers.
- Can be used as a starting point for informal purposes of self-reflection to **clarify performance expectations** and **determine which competencies to focus on**
- Guide discussions about **goal-setting** and **professional development needs**

There are two SAT-RPMS tools:

- 1) **SAT-RPMS for Teacher I-III** (Proficient Teachers) and
- 2) **SAT-RPMS for Master Teacher I-IV** (Highly Proficient Teachers)

B. The Electronic Self-Assessment Tool (e-SAT)

- The e-SAT is an **electronic version of the Self-Assessment Tool** for RPMS.
- It is a self-assessment tool that **helps teachers reflect** on the different objectives related to their professional work.
- The tool supports schools in analyzing school-wide SAT data of **teachers to help plan for teachers' professional development**.
- The self-assessment results will **guide teachers on which RPMS objectives they must improve and the areas where they need coaching and mentoring**.

C. The Roles and Responsibilities of Key Personnel for e-SAT of SY 2020-2021

Teachers	ICT Personnel/ Department Heads	School Heads	SGOD-HRDS
Opening of e-SAT	Collecting e-SAT data	Generating summary results of e-SAT data	Generating summary results of e-SAT data
Answering e-SAT	Generating summary results of e-SAT data	Analyzing summary results of e-SAT data	Analyzing summary results of e- SAT data
		Submitting the school summary results to SDO	

D.

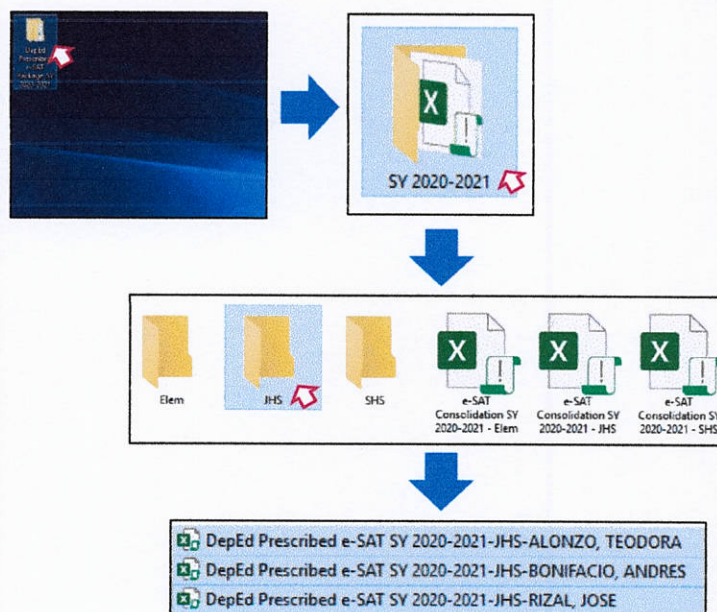
Personnel	Roles and Responsibilities
 Teachers	- Take the e-SAT and answer it with utmost honesty. - Print the results of the e-SAT and keep record of the printout. - Submit the soft copy of the e-SAT file to Department Head/ ICT Coordinator/School Head. - Prepare the IPCRF-Development Plan based on the e-SAT and discuss it with the School Head to come up with a final Development Plan
 School ICT Coordinators/ Department Heads	Assist the School Head in the following: - Opening the e-SAT Survey file - Collecting e-SAT Survey files of all teachers - Generating summary results of teachers' self-assessment - Submitting school-wide e-SAT data to the Schools Division Office (SDO)
 School Heads	With the assistance of the School ICT Coordinator/Department Head: - Facilitate the administration of e-SAT - Generate summary results of teachers' self-assessment - Analyze and utilize the results of teachers' self-assessment in designing development programs and activities for teachers at the school level - Discuss with the teacher in the finalization of their IPCRF-Development Plan - Submit the consolidated school-wide e-SAT data and School Development Plan to the SDO
 SGOD-HRDS Personnel	- Collect summary results of all schools in the division - Generate division level summary results of teachers' self-assessment - Analyze and utilize the results of teachers' self-assessment in designing development programs and activities for teachers at the division level

Generating the Summary Results of the e-SAT Data

- Copy all e-SAT files to the corresponding sub-folder (appropriate grade level) of the Consolidation folder in the e-SAT Package main folder.
 - Go to Downloads and open the "DepEd Prescribed e-SAT Package SY 2020-2021" folder and double-click the e-SAT Package folder to open it. Inside, you will see one subfolder: SY 2020-2021.
 - Double-click this folder and open the folder appropriate to the grade level of the e-SAT files that you will consolidate.
 - Paste all the e-SAT files in that appropriate folder.

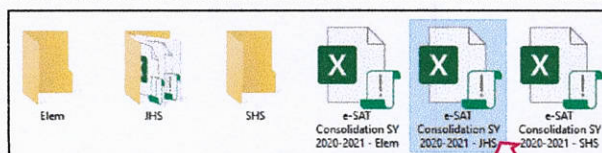
Note:

For school level, copy the individual e-SAT files of teachers.

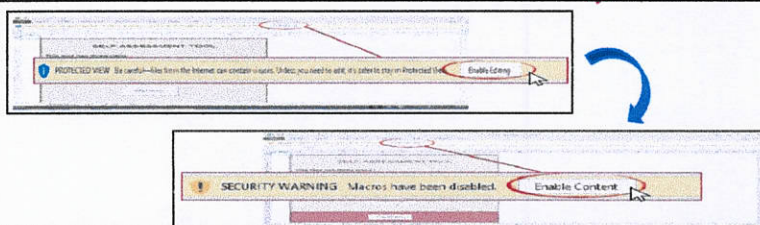


For division level, copy the school consolidated e-SAT files.

- 2. Open the Consolidation file appropriate to the grade level of the files that you will consolidate.**



3. **Enable Macros.** Click “Enable Editing” and “Enable Content.” Note that the process of enabling “Macros” may differ in different versions of MS Excel.



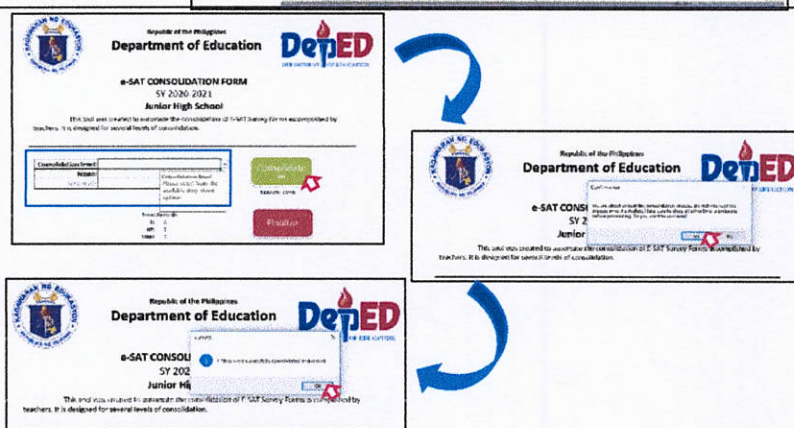
- 4. Accomplish information fields.**

- Enter the needed information by either typing it in the empty cells (white) or by clicking the drop-down arrow and selecting the information applicable to you.
- Click "Consolidate." A dialog box will appear. Click "Yes." Another dialog box will appear, click OK.

Note:

For school ICT personnel/department head/school head, select “**School**” in the Consolidation Level dropdown option.

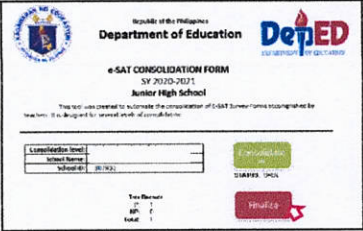
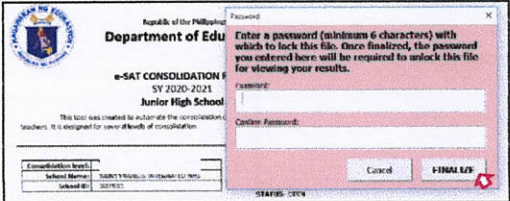
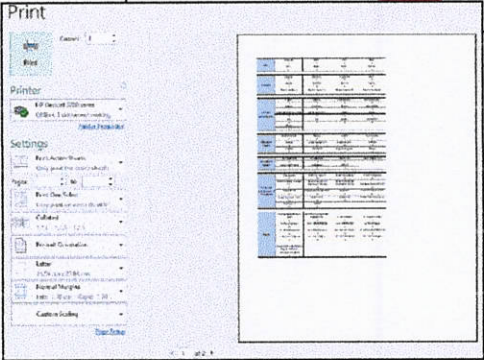
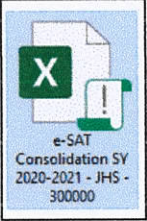
For SGOD-HRDS Division personnel, select **"Division"** in the Consolidation Level dropdown option.



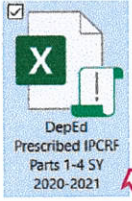
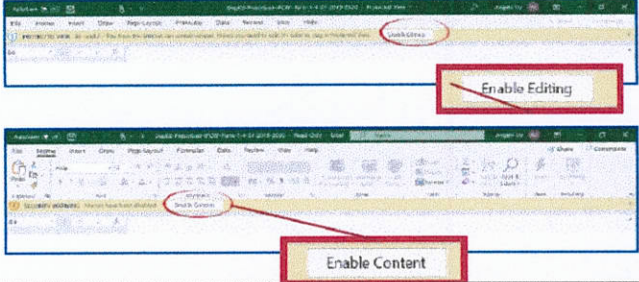
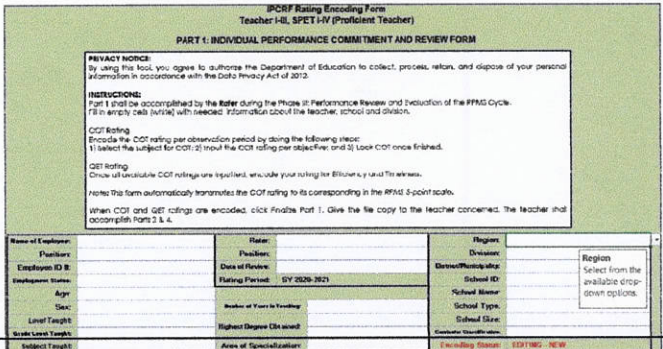
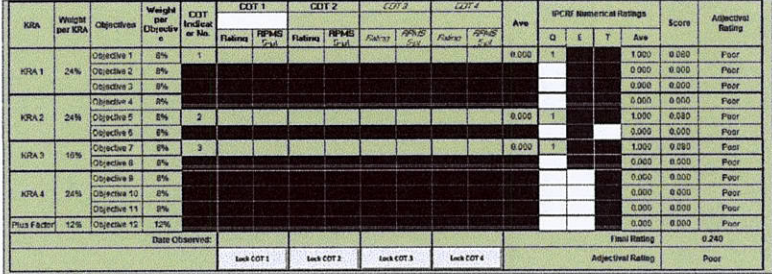
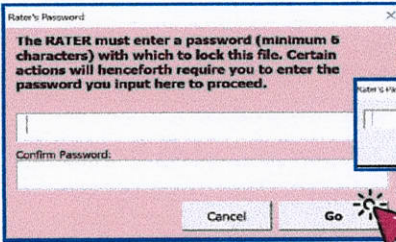
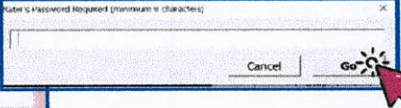
5. **View the results.** The summary results will be reflected on the succeeding sheets.

Age	Under 25	25-30	31-35	36-40
	0	0	0	0
Position	Teacher I	Teacher II	Teacher III	SPECT I
	0	0	0	0
Area of Specialization	SPECT II	SPECT III	SPECT IV	SPECT V
	0	0	0	0
Area of Specialization	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV
	0	0	0	0
Area of Specialization	English	Hijoban	Mathematics	Social Science
	0	0	0	0
Area of Specialization	Ekkikey	Chemistry	Physics	Social Science
	0	0	0	0
Area of Specialization	Education	Values Education	SPTD	Music
	0	0	0	0
Area of Specialization	Arts	PE	Health	3.1.602.2
	0	0	0	0

6. **Go back to the Start Here page and Click Finalize** to protect your data. A pop-up window will appear that will prompt you to provide a password to further protect your data. Click "Finalize."

	 
7. You may print the summary results as reflected in the sheets. Note: <u>For school ICT personnel/department head/school head, submit the consolidated school-wide e-SAT data to the SDO.</u> <u>For SGOD-HRDS Division personnel, collect the summary results of all schools in the division and conduct a division-level analysis of the self-assessment results. These shall be used as input in the development of division-wide programs/activities for teachers.</u>	
8. Rename the generated summary reports file. e.g., For School level e-SAT Consolidation SY 2020-2021 - JHS – School ID For Division level e-SAT Consolidation SY 2020-2021 - JHS – SDO Name	

Annex A
GUIDE ON THE USE OF THE E-IPCRF TOOL FOR SY 2020-2021
Attachment to DM-PHROD-2021-_____

1. Open the “DepEd Prescribed IPCRF Parts 1-4 SY 2020-2021” MS Excel file.	
2. Enable Macros. Click “Enable Editing” and “Enable Content.” Note that the process of enabling “Macros” may differ in different versions of MS Excel.	
3. In the Encoding tab, accomplish Part 1 starting with the field for teacher, division, and school information. - Read the instructions carefully. - Enter the needed information by either typing it in the empty cells or by clicking the dropdown arrow and selecting the demographic information applicable to you.	
4. Continue accomplishing Part 1 appropriate to your position in the Encoding tab. - Encode the COT rating per observation period by doing the ff steps: - Select the subject (or the discipline related to your subject) for COT. - Input the COT rating per objective. - Encode date of observation. - Click “Lock COT” button once finished. - Provide a single password for COT 1-2 to protect your data. ADDITIONAL REMINDERS: - There are only two (2) Classroom Observations for SY 2020-2021. Hence, Ratees should only submit two (2) Classroom Observation	   In case no COT2, click the “No 2nd COT with valid reason” in the dropdown menu:

Tool (COT) rating sheets/inter-observer agreement forms as MOV for objectives that require such.

- If no COT 2 was submitted and the Ratee was not able to provide a valid reason for non- submission, the default COT 2 score will be a three (3), which is the lowest rating.
- In case the Ratee has a valid reason for submitting only one (1) COT rating sheet, the final rating shall be the COT 1 rating.
- It shall be within the discretion of the Rater to allow/disallow the submission of a COT 2, depending on whether the reason for non-submission is valid or not.

Grade Level Taught: Grade 7		Area of Specialization: B						
Subject Taught: Science								
KRA	Weight per KRA	Objectives	Weight per Objective	COT Indicator No.	COT 1		COT 2	
					Araling Panlipunan Rating	RPMS 5-pt Scale	Physical Education Health TLE/PPH/IE TLE/PPH/IE Tech-Voc ALS IFED Special Programs	
KRA 1	24%	Objective 1	8%	1	7	5		
		Objective 2	8%					
		Objective 3	8%					
KRA 2	24%	Objective 4	8%					
		Objective 5	8%	2	7	5		
		Objective 6	8%					
KRA 3	16%	Objective 7	8%	3	7	5		
		Objective 8	8%					
KRA 4	24%	Objective 9	8%					
		Objective 10	8%					
		Objective 11	8%					
Plus Factor		12%	Objective 12	12%				
Date Observed: 2021-03-01								
					Unlock COT 1		Lock COT 2	

5. Finish accomplishing Part I of the Encoding tab.

- Encode all other IPCRF Numerical Ratings for Q, E, and T.
- Input Name and Position of Approving Authority.
- When COT and QET ratings are encoded and checked to its accuracy, click “Finalize Part 1.”
- Provide the same password, when prompted. Click “Go”, then click “Ok” in the dialog box that will appear.
- Give the file copy to the teacher concerned, who then accomplishes Part 2 in the Encoding tab and his/her Development Plan in the Part 4 sheet of the file.

KRA	Weight per KRA	Objectives	Weight per Objective	COT Indicator No.	COT 1		COT 2		COT 3		COT 4		Ave	IPCRF Numerical Ratings			Score	Adjectival Rating	
					Araling Panlipunan Rating	RPMS 5-pt	Araling Panlipunan Rating	RPMS 5-pt	Rating	RPMS 5-pt	Rating	RPMS 5-pt		Q	E	T			Ave
KRA 1	24%	Objective 1	8%	1	7	5	7	5					5.000	5			5.000	0.400	Outstanding
		Objective 2	8%											4			4.000	0.320	Very Satisfactory
		Objective 3	8%											4			4.000	0.320	Very Satisfactory
KRA 2	24%	Objective 4	8%	2	7	5	7	5					5.000	5			5.000	0.400	Outstanding
		Objective 5	8%											5	5		5.000	0.400	Outstanding
		Objective 6	8%														5.000	0.400	Outstanding
KRA 3	16%	Objective 7	8%	3	7	5	7	5					5.000	5			5.000	0.400	Outstanding
		Objective 8	8%														5.000	0.400	Outstanding
KRA 4	24%	Objective 9	8%											5	5		5.000	0.400	Outstanding
		Objective 10	8%											5	5		5.000	0.400	Outstanding
		Objective 11	8%											5	5		5.000	0.400	Outstanding
Plus Factor		12%	Objective 12	12%									5	5		5.000	0.000	Outstanding	
Date Observed:					2021-03-01		2021-05-21						Final Rating			4.789			
					Unlock COT 1		Unlock COT 2		Lock COT 3		Lock COT 4		Adjectival Rating			Outstanding			

Approving Authority:
RIZAL, JOSE, P.
Schools Division Superintendent

Note:
When COT and QET ratings are encoded, click Finalize Part 1. Give the file copy to the teacher concerned. The teacher shall accomplish Parts 2 & 4.

Finalize Part 1

Ratee's Password Request

Cancel Go

Approving Authority:
RIZAL, JOSE, P.
Schools Division Superintendent

Note:
When COT and QET ratings are encoded, click Finalize Part 1. Give the file copy to the teacher concerned. The teacher shall accomplish Parts 2 & 4.

Unfinalize Part 1

Success

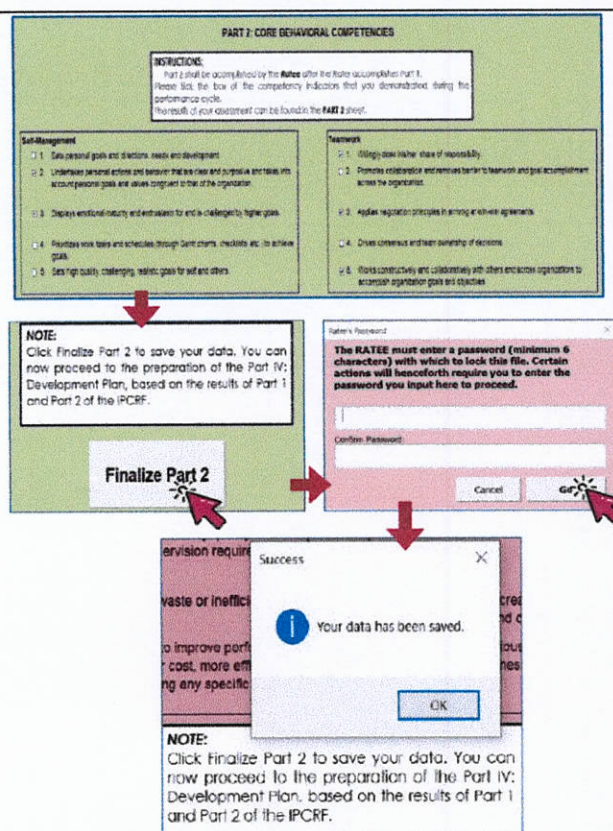
Your data has been saved.

OK

6. Answer the Core Behavioral Competencies (Part 2) of the Encoding Tab

- Tick the box of the behavioral indicators that you demonstrated during the performance cycle.
- Click “Finalize Part 2” when you are done to save your data.
- Supply a password to further

- Click "OK."



7. View IPCRF Part 1-3 Sheets.

After Step 6, the results of all encoding done in the Encoding Tab appear in Parts 1-3 sheets. Check on all contents of these sheets. These sheets are protected from any editing.

TO BE FILLED OUT DURING PLANNING												TO BE FILLED OUT DURING EVALUATION			
BPOs	KRAs	Objectives	Timeline	Weight per KRA	QET	Performance Indicators					Actual Results	Rating			Score
						Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor		Q	E	T	
Basic Education Services	1. Content Knowledge and Pedagogy	1. Applied Knowledge of content within and across curriculum/teaching units	01/2020-2020	24.0%	Quality	Unimproved Level 3 Chapter 1 to Chapter 2 of all subjects/curriculum/teaching units	Unimproved Level 3 Chapter 1 to Chapter 2 of all subjects/curriculum/teaching units	Unimproved Level 3 Chapter 1 to Chapter 2 of all subjects/curriculum/teaching units	Unimproved Level 3 Chapter 1 to Chapter 2 of all subjects/curriculum/teaching units	Unimproved Level 3 Chapter 1 to Chapter 2 of all subjects/curriculum/teaching units	Unimproved Level 3 Chapter 1 to Chapter 2 of all subjects/curriculum/teaching units	Unimproved Level 3 Chapter 1 to Chapter 2 of all subjects/curriculum/teaching units	5	5.000	8.000
		Efficiency													
		2. Ensured the positive use of ICT to boost the teaching and learning process	01/2020-2020		Efficiency	Unimproved Teacher ICT use in teaching and learning process and in the classroom	Unimproved Teacher ICT use in teaching and learning process and in the classroom	Unimproved Teacher ICT use in teaching and learning process and in the classroom	Unimproved Teacher ICT use in teaching and learning process and in the classroom	Unimproved Teacher ICT use in teaching and learning process and in the classroom	Unimproved Teacher ICT use in teaching and learning process and in the classroom	Unimproved Teacher ICT use in teaching and learning process and in the classroom	4	4.000	0.000
		3. Applied a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills	01/2020-2020		Efficiency	Unimproved teaching strategies and techniques limited to the traditional learning model	Unimproved teaching strategies and techniques limited to the traditional learning model	Unimproved teaching strategies and techniques limited to the traditional learning model	Unimproved teaching strategies and techniques limited to the traditional learning model	Unimproved teaching strategies and techniques limited to the traditional learning model	Unimproved teaching strategies and techniques limited to the traditional learning model	Unimproved teaching strategies and techniques limited to the traditional learning model	4	4.000	0.000
4. Diversity of			01/2020-2020	24.0%	Quality	Unimproved effective teaching	Unimproved effective teaching	Unimproved effective teaching	Unimproved effective teaching	Unimproved effective teaching	Unimproved effective teaching	4	4.000	0.000	

PART II: COMPETENCIES	
Performance: Please indicate the number of competencies indicating that you demonstrated during the performance cycle.	
CORE BEHAVIORAL COMPETENCIES	
Self-Management	
4	1. Set personal goals and direction, realize and re-evaluate 2. Understand personal actions and behaviors that are most supportive and least hinder the success of personal goals and align personal goals with the organization 3. Display emotional stability and enthusiasm to stay challenged to higher goals 4. Develop new ideas and techniques through creative thinking, ideation, etc. in action goals 5. Develop logical, critical, creative and logical problem-solving skills
Professionalism and Ethics	
2	1. Demonstrate the ability and behavior consistent with the Norms and Conduct and Ethical Standards for Public Officials and Employees (EN 017) 2. Practice ethical and professional behavior and conduct taking into account the respect of other people's rights 3. Maintain professional image, being honest, integrity, objectivity and punctuality, good grooming and communication 4. Identify personal concerns and seek for the organization's needs 5. Assume a sense of urgency and responsibility to meet the organization's needs, improve service and truly deliver on their commitments
Results Focus	
5	1. Achieve results with optimal use of resources and time of the firm 2. Develop, create, maintain and evaluate through goals with timeliness in placing organizational needs at the center 3. Develop new ideas, initiatives and strategies that are in line with the organization's standard operating procedure consistently 4. Develop a sense of urgency and responsibility to meet the organization's needs, improve service and truly deliver on their commitments 5. Assume a sense of urgency and responsibility to meet the organization's needs, improve service and truly deliver on their commitments
Customer Service	
4	1. Understand the root cause of problems and suggest effective solutions. Follow new ideas, processes and suggestions that lead to the firm's rapid and overall operational efficiency 2. Demonstrate the ability to "own the problem." Continuously focus on improving performance products to create higher value and success 3. Promote a customer focus and engage to ensure to deliver exceptional service 4. Expedite customer-facing and tangible changes and initiatives that improve the work and

- school-wide consolidation.**
- Use the following format in naming the file:
DepEd Prescribed IPCRF Parts 1-4 SY 2020-2021 [Level]-[Teachers Surname]-[First Name]

