



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
 Schools Division of Biñan City
 RECORDS SECTION

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DIVISION MEMORANDUM

03 Aug 2021

No. 266, s. 2021

SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL YEAR 2020-2021

To : Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Administrative Officer V
 All School Heads

1. In compliance with DepEd Order No.2, s. 2015, "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System in the Department of Education" and DM-PHROD-2021-0010 dated January 11, 2021, "Guidelines on the Implementation of the Results-Based Performance Management System for School Year 2020-2021", submission of IPCRF and OPCRf in the SDO Approving Authority for review and approval is hereby set as follows:

Position	Deadline of Submission
Master Teachers, Head Teachers, ALS Mobile Teachers, Schools Heads and School-based Non-Teaching Personnel	August 9, 2021 (Records Unit)
Teacher I-III	As per schedule of School Head

2. Below is the Matrix of Ratee, Rater and Approving Authority of the IPCRF and OPCRf:

Ratee	Rater	Approving Authority
Principal/School Head	Assistant Schools Division Superintendent	Schools Division Superintendent
Head Teacher/Master Teacher	Principal/School Head	Schools Division Superintendent
Assistant Principal		
Teacher I-III	Master Teacher/Head Teacher/Assistant Principal	Principal/School Head
	Principal/School Head (if school has no MT, HT, or ASP)	Schools Division Superintendent
ALS Implementers	Master Teacher /Head Teacher/Assistant Principal	Principal/School Head
School-based Non-Teaching Personnel	Principal/School Head	Administrative Officer V



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna
 Website: depedbinancity.com.ph
 Email: deped.binancity@deped.gov.ph
 Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746

3. **School Heads, Head Teachers, Master Teachers, ALS Implementers and School-based Non-Teaching Personnel only** shall submit one hard (1) copy of the IPCRF and OPCRf, in A4 size paper for review and approval of designated SDO Approving Authority. It is expected that these forms have been reviewed in schools, vis-à-vis MOVs as per individual portfolio. School Heads and Teachers Portfolio (MOVs) shall be retained in their respective schools for immediate reference.
4. School Heads, Teaching-related and Non-Teaching Personnel shall utilize the IPCR Form as per DepEd Order No. 2, s. 2015.
5. As stipulated in DM-PHROD-2021-0498 dated June 17, 2021, Issuance of the Electronic Individual Performance Commitment and Review Form (e-IPCRF) and Electronic Self-Assessment Tool (e-SAT) and e-SAT Consolidation Tool for School Year 2020-2021, the official template for SY 2020-2021 e-IPCRF can be accessed and downloaded through this link: **bit.ly/RPMSPPST20202021**. Further, everyone is reminded to refrain from using and distributing unauthorized tools/versions circulated in various online platforms which will result in incompatibility with the official version issued by the Central Office, specifically such as errors in the date collection of e-IPCRF results.
6. The details on the uploading of the e-IPCRF provided by the BHROD-HRDD shall be released in a separate memorandum.
7. Guided by the community quarantine declaration in the different locality and alternative work arrangement issuance by the Department of Education, all the school heads are directed to employ all possible and available modalities in the submission and evaluation with diligence and caution following protocols:
 - a. alternative strategies and online platform shall be utilized, and
 - b. in case where physical reporting to school is necessary, minimum public health standards and stringent physical distancing measures, consistent with existing rules and regulations set by the authorized agencies and DepEd shall be observed.
8. As per item no. 56 of DepEd Order No. 2, s. 2015, *"Official and employees who shall be on official travel, approved leave of absence, training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance rating and commitment report before they leave the office,"* hence teachers and employees with at least three months in service within SY 2020-2021 shall be required to submit their performance commitment and review form.
9. Summary of Ratings shall be submitted via the online submission link of Records Unit at: **<https://forms.gle/xoZ7YcgwbLp1Zjdq9>** on or before **August 9, 2021**, in excel file and certified correct by the Principal/School Head, as per attached template.
10. For questions and clarifications, please contact Ms. Mary Joy L. Cabiles, Senior Education Program Specialist-HRD Section at (049) 511-4191 or deped.hrdbinan@gmail.com.
11. Immediate dissemination of and strict compliance with this Memorandum is desired.


EDNA FAURA-AGUSTIN

Schools Division Superintendent



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(Letter Head of School)

SUMMARY OF OPCRf RATING SY 2020-2021

No.	Name of Employee (Last Name, First Name Middle Name) <i>e.g. Dela Cruz, Juan Santos</i> <i>*Arrange from Highest Salary Grade</i>	Position Title	Final Rating	
			Descriptive	Numerical
1				

SUMMARY OF IPCRF RATING SY 2020-2021

No.	Name of Employee (Last Name, First Name Middle Name) <i>e.g. Dela Cruz, Juan Santos</i> <i>*Arrange from Highest Salary Grade</i>	Position Title	Final Rating	
			Descriptive	Numerical
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Teaching and Non-teaching Personnel under 9 months of service				
11				
12				
13				
14				
15				

Certified Correct:

Principal/School Head



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