



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

May 18, 2020

DIVISION MEMORANDUM

No. 049 s. 2020

**WEBINAR: THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)
DATA COLLECTION SYSTEM FOR SY 2019-2020**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Public Schools District Supervisors/ Officers-In-Charge of the Districts
Heads of Public Elementary, Secondary & Integrated Schools Concerned
District, Secondary & Integrated School ICT Coordinators

1. The Schools Division of Capiz through the Human Resource Development Section of the School Governance & Operations Division will conduct an orientation to update the template on Result-Based Performance Management System (RPMS) Tools including Electronic **Individual Performance Commitment and Review Form (IPCRF) Data Collection for SY 2019-2020** on May 22, 2020 thru virtual conference in two (2) batches via Google Meet.

Batch	Date	Time	Participants
1	22 May 2020	8:30 a.m.-11:30 p.m	Elementary/Integrated
2	22 May 2020	1:30 p.m- 4:00 p.m	Secondary

2. The orientation aims that concerned personnel are adept in:
 - accomplishing the electronic Individual Performance Commitment and Review Form (IPCRF);
 - submitting the IPCRFs of teachers via online; and
 - monitoring the submission of the IPCRFs of teachers via online
3. In line with this, the Bureau of Human Resource and Organizational Development (BHROD) Office requires all Teaching Personnel to use the new template. To download the prescribed electronic IPCRF SY 2019-2020, kindly open the link <http://deped.in/IPCRFEncode20192020>.
4. Participants to this activity are the following:
 - A. Schools Division Office**
 1. SGOD Chief
 2. Senior Education Program Specialists and EPSs-II
 3. Information Technology Officer (ITO)
 4. HRMO IV
 - B. Elementary and Integrated Schools**
 1. Public Schools District Supervisors
 2. Three (3) selected School Heads to be identified by the PSDS
 3. District ICT Coordinator



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C. Secondary

1. School Head
2. School ICT Coordinators
3. One (1) teaching personnel selected by the School Head

The identified participants are instructed to accomplish the Google form, which can be accessed at: <http://bit.ly/SDOCAPIZIPCRF> for online registration to the Webinar. The districts and schools are requested to ensure that only the identified participants register online, and that they register on or before **20 May 2020, 5:00 p.m.** The meeting details, including the meeting link, will be sent to the participant's email address.

5. Also, we are requesting the submission of District (for Elementary schools) and school (for Integrated and Secondary Schools) Plan for Professional Development to the HRD section of SGOD for consolidation on or before **June 4, 2020.**
6. Immediate dissemination of this memorandum is desired.


SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent

