Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

August 5, 2020

DIVISION MEMORANDUM
No. 338 s. 2020

REMINDERS RE: UPLOADING OF TEACHER'S SY 2019-2020 e-IPCRF FILE IN THE DATA SUBMISSION SYSTEM

TO: ASDSs
OIC-Chief CID
Chief SGOD
Public Schools District Supervisors (PSDSs)/ACTING PSDSs
Elementary and Secondary School Heads
ALL OTHERS CONCERNED

1. Attached is Regional Memorandum No. 0385, s. 2020 dated August 4, 2020 entitled "**REMINDERS RE: UPLOADING OF TEACHER'S SY 2019-2020 e-IPCRF FILE IN THE DATA SUBMISSION SYSTEM**", contents of which are self-explanatory for the information and guidance of all concerned.

2. Per communication from the Department of Education, Bureau of human Resource and Organizational Development (BHROD), enumerated below are the Reminders re: Uploading of Teacher's SY 2019-2020 e-IPCRF File in the Data Submission System:

   a. August 3, 2020, marks the start of the uploading of teacher's e-IPCRF file in the Data Submission System. This uploading ends by the 3rd week of August 2020, per DM-OUPHRODFO-2020-00199. All school registered uploaders are encouraged to upload as early as possible;

   b. Attached is the guide on the steps in uploading the files. The links for the submission in the system are: http://bit.ly/IPCRFSubmission or http://bit.ly/IPCRFSystemSubmit. Only the registered uploaders can access the links.

      1. School-based uploaders for teaching personnel in schools; and
      2. Division-based uploaders for ALS teachers assigned in CLCs;

   c. Each e-IPCRF file shall have been **checked and validated in terms of accuracy and completeness of ALL entries** before uploading the file. Direct them to refer to the IPCRF User Guide, access at http://deped.in/IPCRFEncode20192020, specifically on the steps on accomplishing the e-IPCRF. **Once the files are uploaded, the school can no longer edit or correct the files;**

d. Each file uploaded in the system is assumed to have **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 district levels regarding this matter, especially for MTs and ALS teachers in the CLCs whose approving authorities are division-based personnel. For the information, guidance and immediate compliance of all concerned.

3. For the information, guidance and compliance of all concerned.

4. Immediate and wide dissemination of this Memorandum is desired.

BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent

0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

AUG 04 2020

REGIONAL MEMORANDUM
No. **0385** , s. 2020

REMINDERS RE: UPLOADING OF TEACHER'S SY 2019-2020 e-IPCRF FILE IN THE DATA SUBMISSION SYSTEM

To: SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

1. Per communication from the Department of Education, Bureau of Human Resource and Organizational Development (BHROD), enumerated below are the Reminders re: Uploading of Teacher's SY 2019-2020 e-IPCRF File in the Data Submission System:

a. August 3, 2020, marks the start of the uploading of teacher's e-IPCRF file in the Data Submission System. This uploading ends by the 3rd week of August 2020, per DM-OUPHRODFO-2020-00199.All school registered uploaders are encouraged to upload as early as possible;

b. Attached is the guide on the steps in uploading the files. Kindly share this to the divisions/schools under your jurisdiction;

c. The links for the submission in the system are: http://bit.ly/IPCRFSubmission or http://bit.ly/IPCRFSystemSubmit . Only the registered uploaders can access the links.
   1. School-based uploaders for teaching personnel in schools; and
   2. Division-based uploaders for ALS teachers assigned in CLCs;

d. For issues and/or concerns regarding access to the system,a separate email will be sent by the DepEd-CO RPMS Team within the day to the Regional focal person/s to facilitate the solution to these concerns;

e. Each e-IPCRF file shall have been **checked and validated in terms of accuracy and completeness of ALL entries** before uploading the file. Direct them to refer to the IPCRF User Guide, access at http://deped.in/IPCRFEncode20192020, specifically on the steps on accomplishing the e-IPCRF. **One files are uploaded, the school can no longer edit or correct the files**;

Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph

f. 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; and

g. A separate email will be sent within this week to SDO/RO personnel in-charge of RPMS regarding the details on access to the monitoring system to monitor and updates of the submission of the schools.

2. For technical assistance you may contact Mr . Victor V. Yntig, HRDD Chief and Dr. Rosa H. Cabotaje, RPMS Focal Person, through (032) 414 7324 or email to rosa.cabotaje@deped.gov.ph .

3. Immediate dissemination of this Memorandum is desired.

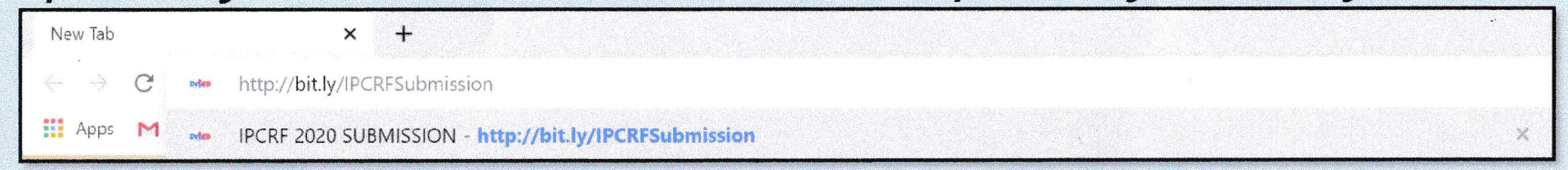
SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director III
OIC- Office of the Regional Director

STJ/CAE/HRDD/VVY/RHC

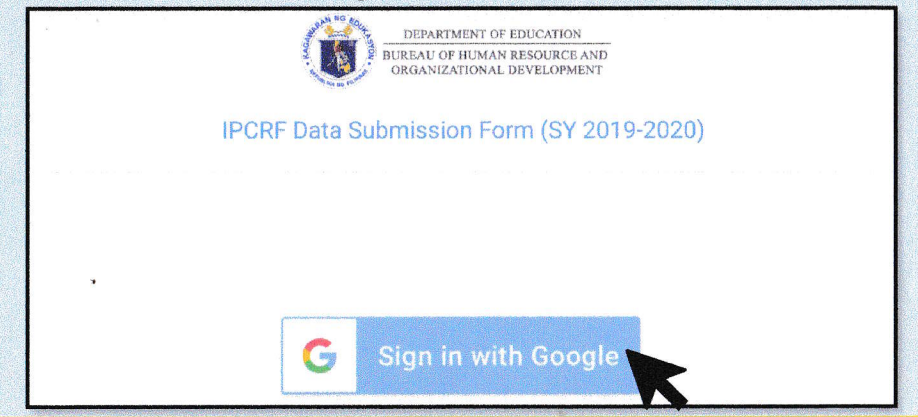
STEPS IN UPLOADING THE E-IPCRF OF TEACHERS
RPMS SY 2019-2020

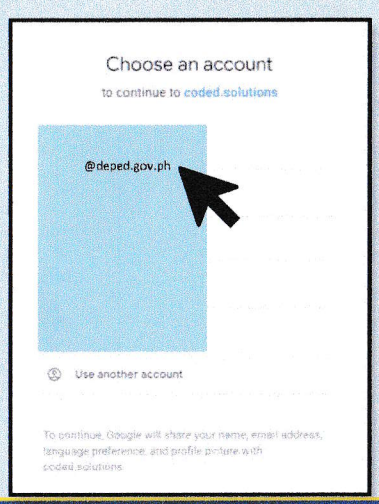
BHROD

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

BHROD

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

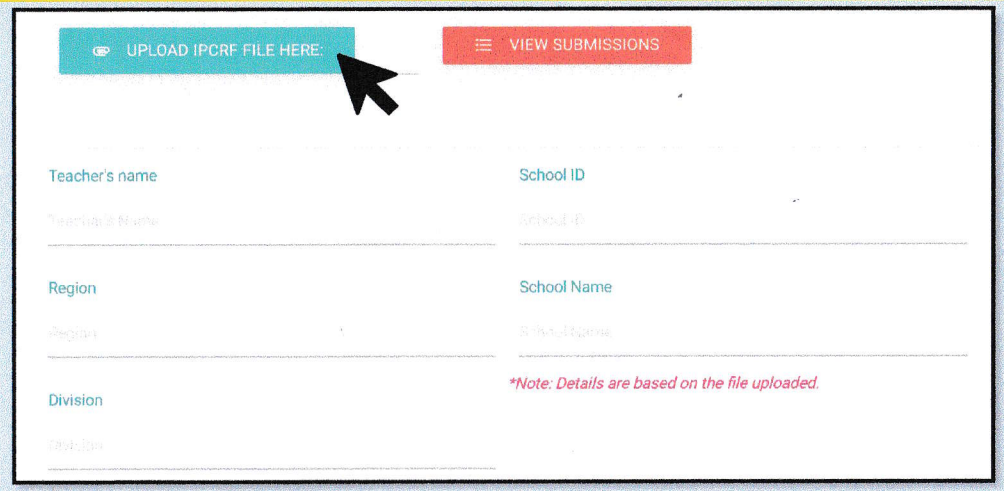
@deped.gov.ph

STEPS IN UPLOADING THE E-IPCRF OF TEACHERS

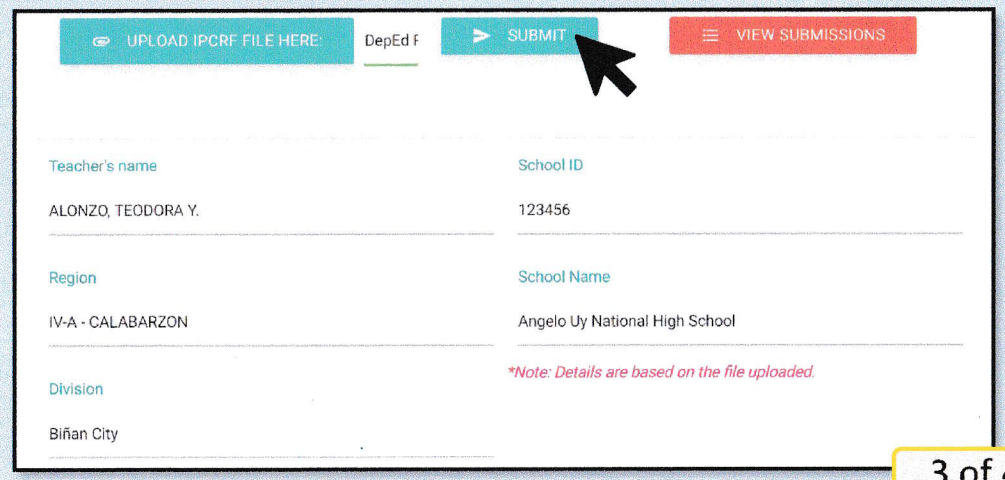
RPMS SY 2019-2020

BHROD

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



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

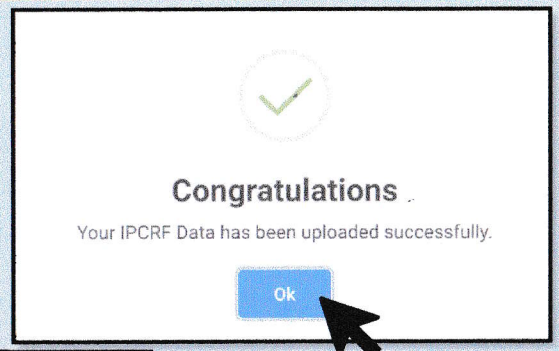


STEPS IN UPLOADING THE E-IPCRF OF TEACHERS
RPMS SY 2019-2020

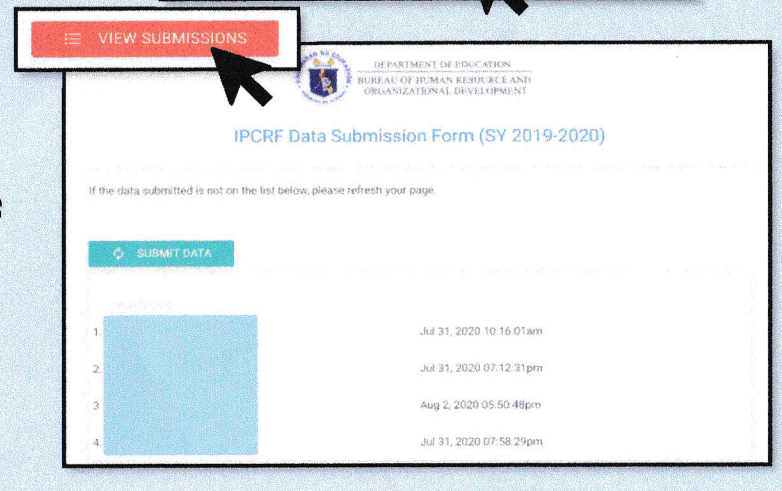
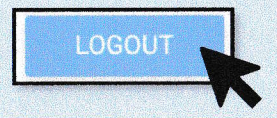
BHROD

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.