



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

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August 1, 2022

**DIVISION MEMORANDUM**  
No. **0501**, s. 2022

**CLAARIFICATIONS ON DM-HROD-2022-1509 (INSTRUCTIONS ON THE  
SUBMISSION OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW  
FORM (IPCRF) OF TEACHERS FOR SCHOOL YEAR 2021-2022**

**TO: ASST. SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS - CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ELEMENTARY AND SECONDARY SCHOOL TEACHERS  
ALL OTHERS CONCERNED**

1. Attached are Regional Memorandum No. 0618, s. 2022 dated July 16, 2022 and DepEd Memorandum DM-HROD-2022-1702 dated July 6, 2022, both titled Clarifications on DM-HROD-2022-1509 (Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022, contents of which are self-explanatory, for the information, guidance and compliance of all concerned.

2. Immediate and wide dissemination of this memorandum is desired.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**Office of the Regional Director**


JUL 16 2022

REGIONAL MEMORANDUM  
No. **0618**, s. 2022

**CLARIFICATIONS ON DM-HROD-2022-1509 (INSTRUCTIONS ON THE SUBMISSION OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) OF TEACHERS FOR SCHOOL YEAR 2021-2022)**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Memorandum DM- HROD- 2022-1702 dated July 6, 2022 regarding **Clarifications on DM-HROD-2022-1509 (Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Performance Management System Focal Person through this email address, [rosa.cabotaje@deped.gov.ph](mailto:rosa.cabotaje@deped.gov.ph).
3. Immediate dissemination of this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/HRDD/NEAP-RO7/MGB/RHC



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Republika ng Pilipinas

## Department of Education

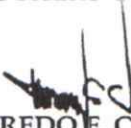
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM  
DM-HROD-2022-1702

TO : ALL REGIONAL OFFICE  
ALL SCHOOLS DIVISION OFFICES  
ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
ALL OTHERS CONCERNS

FROM :  WILFREDO E. CABRAL  
*Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development*

SUBJECT : *Clarifications on DM-HROD-2022-1509 (Instructions on the Submission  
of the Individual Performance Commitment and Review Form (IPCRF) of  
Teachers for School Year 2021-2022)*

DATE : 6 July 2022

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In light of the release of **DM-HROD-2022-1509** or the *Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022* last 01 July 2022, attached to this memorandum are the responses to Frequently Asked Questions (FAQs) received by the Bureau of Human Resource and Organizational Development (BHROD).

For further questions or clarifications, you may contact the BHROD- Human Resource Development Division email address [bhrod\\_hrdd@deped.gov.ph](mailto:bhrod_hrdd@deped.gov.ph) or telephone number: (02) 8470-6630.

For your information and dissemination.



**FREQUENTLY ASKED QUESTIONS (FAQS) on DM-HROD-2022-1509**  
*(Instructions on the Submission of the Individual Performance Commitment and Review Form (IPCRF) of Teachers for School Year 2021-2022)*

#	FAQs	RESPONSE												
1	<p>Will the DepEd Central Office (CO) release an e-ICPRF for SY 2021-2022?</p>	<p><b>NO</b>, DepEd CO will not release an e-IPCRF for SY 2021-2022 per <b>DM-HROD-2022-1509</b> (<i>Instructions on the Submission of the IPCRF of Teachers for School Year 2021-2022</i>)</p>												
	<p>Are schools and/or teachers allowed to develop and/or use their own e-IPCRF for SY 2021-2022?</p> <p>Are there any parameters that can help me determine if the e-IPCRF that I use is legitimate/aligned with the RPMS-PPST issuances of DepEd?</p>	<p><b>YES</b>, the development and use of an e-IPCRF for SY 2021-2022 created by any DepEd employee may be allowed provided that the tool has the following elements:</p> <ol style="list-style-type: none"> <li>a. Should have all the components of the IPCRF template (Parts I to IV) as prescribed in <b>DepEd Order No. 2, 2015</b></li> <li>b. Should contain all 19 indicators of the RPMS-PPST for SY 2021-2022 (<b>DepEd Memorandum No. 004, s. 2022</b>)</li> <li>c. The <b>WEIGHTS PER OBJECTIVE</b> should amount to 100% and be divided as follows:             <ol style="list-style-type: none"> <li>a. Obj. 1 to 18 = 5% (<i>per objective</i>)</li> <li>b. Obj 19 (Plus Factor) = 10%</li> </ol> </li> <li>d. Should only allow a maximum of two (2) classroom observation ratings</li> <li>e. COT rating should have the following range:             <ol style="list-style-type: none"> <li>a. Proficient = 3 to 7</li> <li>b. Highly Proficient = 4 to 8</li> </ol> </li> <li>f. The <b>QUALITY RATING</b> should be an average of the two (2) COT ratings following the prescribed range in <b>DO 2, s. 2015</b>:</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Formula:</u></p> <p style="text-align: center;"><b>AVERAGE x WEIGHT PER OBJECTIVE = FINAL SCORE</b></p> <p><u>For example:</u></p> <p style="text-align: center;">4 (AVE) x 0.05 (WPO) = 0.250 (FS)</p> </div> <ol style="list-style-type: none"> <li>g. The <b>FINAL SCORE</b> should be three (3) decimal places and computed using the following: formula:</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">RANGE</th> <th style="text-align: center;">ADJECTIVAL RATING</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4.500 - 5.000</td> <td style="text-align: center;">Outstanding</td> </tr> <tr> <td style="text-align: center;">3.500 - 4.499</td> <td style="text-align: center;">Very Satisfactory</td> </tr> <tr> <td style="text-align: center;">2.500 - 3.499</td> <td style="text-align: center;">Satisfactory</td> </tr> <tr> <td style="text-align: center;">1.500 - 2.499</td> <td style="text-align: center;">Unsatisfactory</td> </tr> <tr> <td style="text-align: center;">below 1.499</td> <td style="text-align: center;">Poor</td> </tr> </tbody> </table>	RANGE	ADJECTIVAL RATING	4.500 - 5.000	Outstanding	3.500 - 4.499	Very Satisfactory	2.500 - 3.499	Satisfactory	1.500 - 2.499	Unsatisfactory	below 1.499	Poor
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below 1.499	Poor													

		<p>h. The rating for Part II: Core Behavioral Competencies should follow the 5-likert scale prescribed in <b>DO 2, s. 2015</b></p> <p>i. Should allow spaces for signature of the Ratee, Rater, and Approving Authority</p>
2	What does "manual accomplishment" mean in DM-HROD-2022-1509?	<p>Manual accomplishment pertains to the following:</p> <p>a. manual encoding and computation of the 19 PPST objectives, weights, and performance indicators using paper-and-pen; or</p> <p>b. encoding and computation using an electronic IPCRF.</p>
4	I found an e-IPCRF that follows the parameters mentioned in No. 2, however, I need to pay a certain fee to use it. Is this allowed?	<p><b>NO.</b> The IPCRF, whether in manual or digital form, was issued through DO 2, s. 2015 and is therefore for public consumption. <b>Any act of selling and/or illegal distribution of IPCRF and/or e-IPCRF templates are strictly prohibited and subject to administrative action.</b></p>
5	What do I do if I come across DepEd employees who sell/illegally distribute IPCRF/e-IPCRF templates?	<p>Employees who discover any act of selling and/or illegal distribution of IPCRF/e-IPCRF templates are urged to report the incident to the <b>BHROD-HRDD</b> through e-mail <a href="mailto:bhrod.hrdd@deped.gov.ph">bhrod.hrdd@deped.gov.ph</a></p>