



Results-based Performance Management System
Manual for Teachers and School Heads

**Individual Performance Commitment
and Review Form (IPCRF)
DATA COLLECTION
AND CONSOLIDATION**

**Guide for School Heads and Other
Human Resource Personnel**

2019

The Results-based Performance Management System (RPMS) Manual for Teachers and School Heads was developed through the Philippine National Research Center for Teacher Quality (RCTQ) with support from the Australian Government through the Basic Education Sector Transformation (BEST) Program.

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This guide is a supplement material to the Results-based Performance Management System (RPMS) Manual for Teachers and School Heads. The RPMS Manual for Teachers and School Heads was developed through the Philippine National Research Center for Teacher Quality (RCTQ) with support from the Australian Government through the Basic Education Sector Transformation (BEST) Program.

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Glossary of Terms/Acronyms

IPCRF	Individual Performance Commitment and Review Form
IPCRF Rating Collection Form	Form used to collect individual IPCRF ratings of teachers. The form changes accordingly based on the position of the teacher whose data is being encoded.
IPCRF Data Consolidation Form	The form used to consolidate data submitted at school, division and regional levels. There are two consolidation forms: one for elementary schools; and one for secondary schools.
PRAISE	Program on Award and Incentives for Service Excellence; A system that aims to encourage, recognize, recognize, and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy, and improvement in government operations which lead to organizational productivity (DepEd Order No. 9, s. 2002)
QET	Quality, Efficiency and Timeliness are relevant dimensions of performance indicators of the RPMS Tool.
MOV	Means of Verification
PMT	Performance Management Team; the team in-charge of validating the Outstanding Performance Rating and recommending employees for performance-based rewards (DepEd Order No. 2, s. 2015)

1. Introduction

To better support the continuous professional development of teachers based on the Philippine Professional Standards for Teachers (PPST), the Department of Education, through the Bureau of Human Resource and Organizational Development (BHROD), seeks to establish baseline data on teachers' proficiency level on the first 12 indicators of the PPST. Hence, the DepEd needs to establish an effective mechanism for collection, consolidation and analysis of the RPMS data to obtain such data.

To facilitate the collection and consolidation of IPCRF data of teachers across governance levels, Excel-based data gathering forms were developed. This Manual guides School Heads and other designated personnel at the school, division, regional and national levels in the use of these forms and the process of collection and consolidation of teachers' IPCRF data. It also specifies the roles and responsibilities of personnel responsible for data collection at each governance level.

1.1. How do we use this Manual?

This Manual contains this Introduction and three other chapters that discuss the preliminary details of IPCRF data collection and consolidation system, the tools and processes involved.

The chapters are:

Chapter 1: Introduction

Chapter 2: Collection of Teachers' IPCRF Ratings

Chapter 3: Consolidation and Submission of Consolidated IPCRF Data

Chapter 4: Use and Analysis of Consolidated IPCRF Data

This Manual contains screenshots of Excel-based data gathering forms to guide you on how to use them. It provides step-by-step process on: i) setting up and opening the IPCRF data gathering forms; ii) collection of teacher's IPCRF ratings; iii) consolidation and submission of IPCRF data at different governance levels; and iv) use and analysis of the consolidated data.

The Manual also include the following markers:



Important notes or reminders



Links where the IPCRF data gathering forms and submission forms can be accessed



Signposts indicating that the user can proceed to another major step of data collection and consolidation

1.2. Why do we need to collect and consolidate teachers' IPCRF data?

Pursuant to DepEd Order No. 2, s. 2015, results of RPMS ratings will provide inputs to the following:

- Raters in identifying and providing the kinds of interventions needed, based on the development needs identified;
- Bureau of Human Resource and Organizational Development (BHROD) or National Educators Academy of the Philippines (NEAP) in consolidating and coordinating developmental interventions which shall form part of HR Plan and shall be the basis for rewards and incentives;
- Performance Management Team (PMT) in identifying potential PRAISE Awards nominees for various awards categories such as *Lingkod Bayan Award* and *Metrobank Outstanding Teachers*; and
- PRAISE Committee in determining top performers of the agency who qualify for awards and incentives.

1.3. What are the IPCRF data gathering forms?

There are two types of Excel-based data gathering forms:

1. **IPCRF Rating Collection Form**, which is used to collect individual IPCRF ratings of teachers. The form changes accordingly based on the position of the teacher whose data is being encoded. There is a separate IPCRF Rating Collection Form for SHS.
2. **IPCRF Data Consolidation Forms**, which are used to consolidate data submitted at school, division and regional levels. There are three consolidation forms: one for elementary schools; one for secondary schools; and another for Senior High Schools.

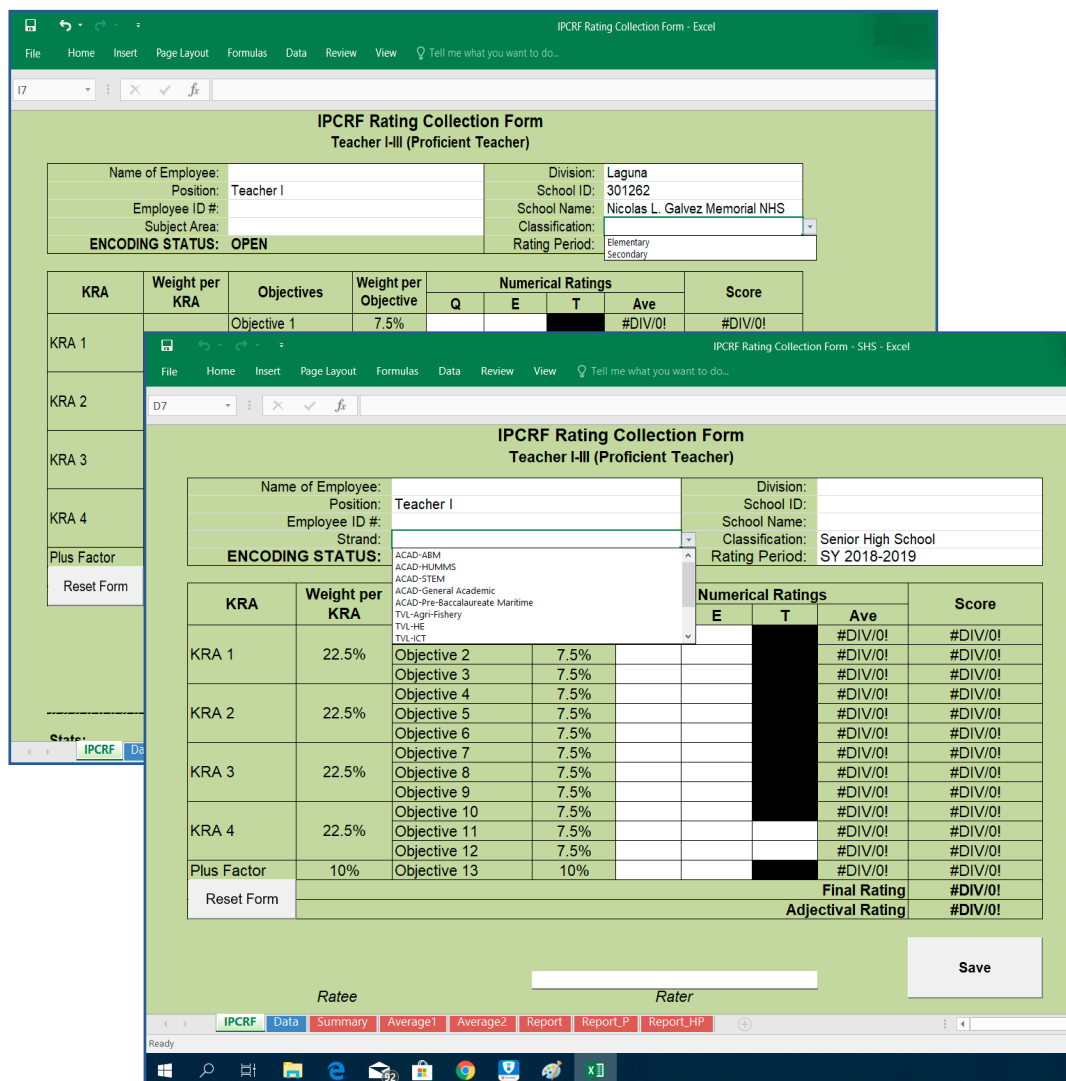


Figure 1.1. IPCRF Rating Collection Form

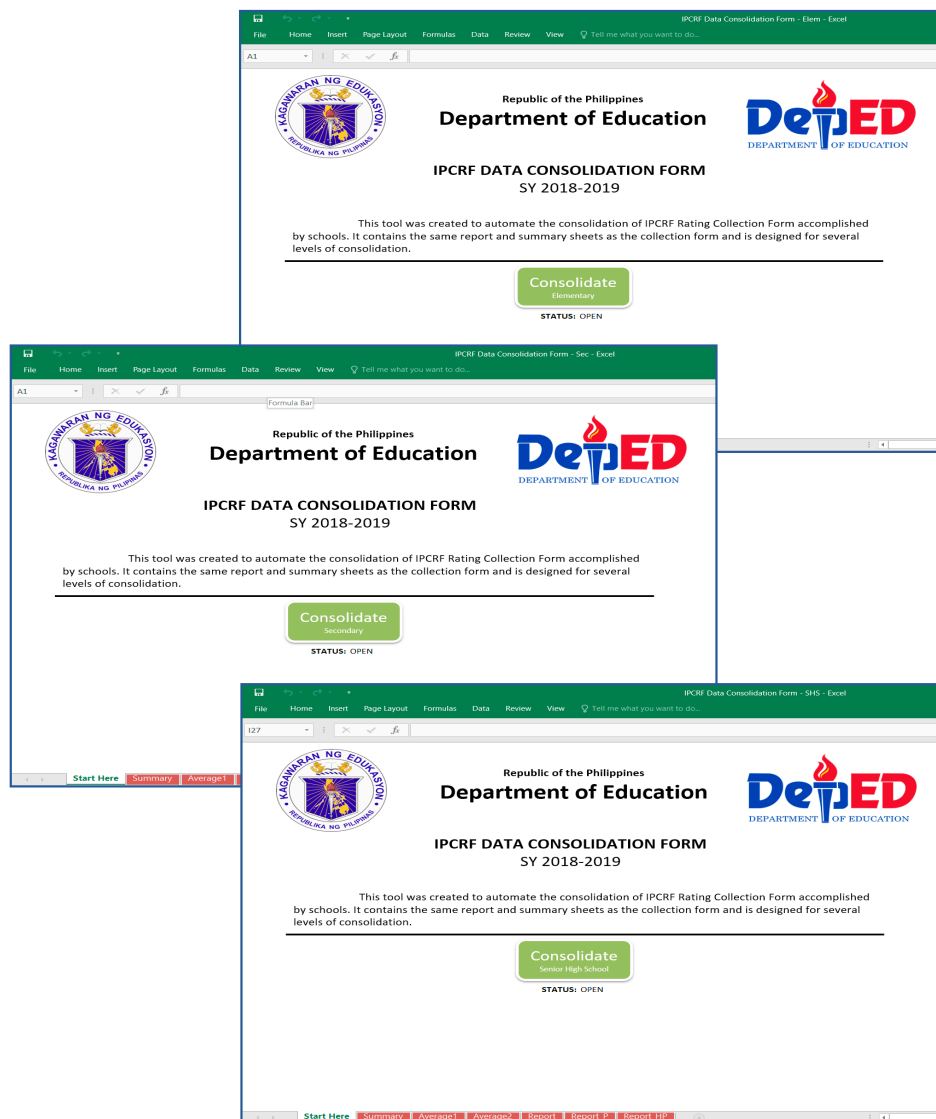


Figure 1.2. IPCRF Data Consolidation Forms

1.3.1. IPCRF Rating Collection Form

The IPCRF Rating Collection Form is intended to collect IPCRF ratings of teachers at the school level. It consists of eight (8) sheets:

- **IPCRF Sheet**
- **Data Sheet**
- **Summary Sheet**
- **Average1 Sheet**
- **Average2 Sheet**
- **Report Sheet**
- **Report_P Sheet**
- **Report_HP Sheet**

1.3.1.1 IPCRF Sheet

This sheet gathers the IPCRF rating of teachers, as well as other information, including name, position, employee ID, subject area, division, school and school ID, classification, among others.

The screenshot shows the 'IPCRF Rating Collection Form' for Teacher I-III (Proficient Teacher). The form includes fields for Name of Employee (RIZAL, JOSE P), Position (Teacher I), Employee ID # (5018067), Subject Area (Filipino), ENCODING STATUS (OPEN), Division (Laguna), School ID (301262), School Name (Nicolas L. Galvez Memorial NHS), Classification (Secondary), and Rating Period (SY 2018-2019). Below this is a table of KRA (Key Result Area) and Objectives with their respective weights and numerical ratings (Q, E, T, Ave, Score). The final rating is 4.510, which is 'Outstanding'. At the bottom, there are fields for Ratee (RIZAL, JOSE P) and Rater (SANTIAGO, ANASTACIO), along with a 'Save' button and a 'Position' dropdown menu.

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Ave	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.337
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
		Objective 6	7.5%	4	4		4.000	0.300
KRA 3	22.5%	Objective 7	7.5%	5	5		5.000	0.375
		Objective 8	7.5%	4	5		4.500	0.337
		Objective 9	7.5%	5	4		4.500	0.337
KRA 4	22.5%	Objective 10	7.5%	5	4		4.500	0.337
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	4.510
							Adjectival Rating	Outstanding

Figure 1.3. IPCRF Sheet of IPCRF Rating Collection Form

Data inputted in this sheet will be automatically consolidated into summary and report sheets.

The IPCRF sheet also tallies the summary of saved ratings per career stage. It also has **“Finalize & Lock”** button to prevent unauthorized modification of the form.

The screenshot shows the lower part of the IPCRF Rating Collection Form, focusing on the 'Stats' section. The 'Stats' section displays the total number of saved ratings for various career stages: Proficient (0), Teacher I (0), Teacher II (0), Teacher III (0), Highly Proficient (0), Master Teacher I (0), Master Teacher II (0), Master Teacher III (0), and Master Teacher IV (0). A red circle highlights the 'Stats' section, and a red arrow points to the 'Finalize & Lock' button. The 'Prepared by' field is filled with APOLINARIO M. Head Teacher.

Figure 1.4. Lower part of IPCRF Sheet of the IPCRF Rating Collection Form

1.3.1.2. Data Sheet

This sheet contains saved data of teachers and is used to manage those data. While recorded ratings cannot be modified, they can be deleted if the encoder made a mistake.

ID	Name	Position	Rating	Adjectival Rating	Actions
5018067	RIZAL, JOSE P.	Teacher I	4.511	Outstanding	Delete
5016709	JAENA, GRACIANO L	Master Teacher I	4.211	Very Satisfactory	Delete
5016073	BONIFACIO, ANDRES	Teacher II	3.445	Satisfactory	Delete
5016854	LUNA, ANTONIO	Master Teacher II	5.000	Outstanding	Delete
5014563	DE JESUS, GREGORIA	Teacher III	4.060	Very Satisfactory	Delete

Figure 1.5. Data Sheet of the IPCRF Rating Collection Form

1.3.1.3. Summary Sheet

This sheet shows the summary of the number of teachers by position/subject area for each adjectival rating.

Proficiency	Position Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	1	0	1
	SUBTOTAL	0	0	1	1	1	3
Highly Proficient	Master Teacher I	0	0	0	1	0	1
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	1	1	2
TOTAL		0	0	1	2	2	5

Figure 1.6. Summary Sheet of the IPCRF Rating Collection Form (by Proficiency)

Proficiency	Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Kindergarten	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	1	1
	English	0	0	0	0	0	0
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	0	0
	Araling Panlipunan	0	0	1	0	0	1
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	1	0	1
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
		SUBTOTAL	0	0	1	1	1
Highly Proficient	Kindergarten	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0
	English	0	0	0	1	0	1
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	1	1
	Araling Panlipunan	0	0	0	0	0	0
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	0	0	0
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
		SUBTOTAL	0	0	0	1	1
TOTAL		0	0	1	2	2	5
Prepared by:		Certified Correct:					
APOLINARIO MABINI		EMILIO AGUINALDO					
Head Teacher		Principal					

Figure 1.7. Summary Sheet of the IPCRF Rating Collection Form (Subject Area)

1.3.1.3. Average1 Sheet

This sheet shows averages of rating of teachers in every position for each objective.

KRA	Objectives	Proficient				Highly Proficient				Average (HP)	Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV		
KRA 1	Objective 1	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.500	3.900
	Objective 2	3.500	2.500	3.500	3.167	4.000	5.000	0.000	0.000	4.500	3.700
	Objective 3	5.000	2.500	4.000	3.833	4.000	5.000	0.000	0.000	4.500	4.100
KRA 2	Objective 4	4.000	2.500	4.000	3.500	4.000	5.000	0.000	0.000	4.500	3.900
	Objective 5	4.000	2.500	3.500	3.333	4.000	5.000	0.000	0.000	4.500	3.800
	Objective 6	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.500	3.900
KRA 3	Objective 7	4.000	3.500	4.000	3.833	4.000	5.000	0.000	0.000	4.500	4.100
	Objective 8	5.000	3.500	3.500	4.000	4.000	5.000	0.000	0.000	4.500	4.200
	Objective 9	5.000	3.500	4.000	4.167	4.000	5.000	0.000	0.000	4.500	4.300
KRA 4	Objective 10	4.000	4.500	4.000	4.167	4.500	5.000	0.000	0.000	4.750	4.400
	Objective 11	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
	Objective 12	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
Plus Factor	Objective 13	5.000	5.000	5.000	5.000	5.000	5.000	0.000	0.000	5.000	5.000
Average per Position		4.511	3.445	4.060	4.003	4.211	5.000	0.000	0.000	4.601	4.243

Figure 1.8. Average 1 Sheet of the IPCRF Rating Collection Form

1.3.1.4. Average2 Sheet

This sheet shows averages of rating of teachers per subject area per proficiency level.

Proficiency	Subject Area	KRA 1			KRA 2			KRA 3			KRA 4			Plus Factor	Average per Subject Area
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12		
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	4.500	3.500	5.000	4.000	4.000	4.500	4.000	5.000	5.000	4.000	5.000	5.000	5.000	4.511
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	2.500	2.500	2.500	2.500	2.500	2.500	3.500	3.500	3.500	4.500	4.667	4.667	5.000	3.445
	Edukasyon sa Pagpapalakas	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	3.500	3.500	4.000	4.000	3.500	3.500	4.000	3.500	4.000	4.000	5.000	5.000	5.000	4.060
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

Figure 1.9. Average 2 Sheet (Proficient) of the IPCRF Rating Collection Form

1.3.2. IPCRF Data Consolidation Form

The IPCRF Data Consolidation Form is intended to automatically consolidate IPCRF data submitted across governance levels. It consists of seven (7) sheets:

- **Start Here** Sheet
- **Summary** Sheet
- **Average 1** Sheet
- **Average 2** Sheet
- **Report** Sheet
- **Report_P** Sheet
- **Report_HP** Sheet

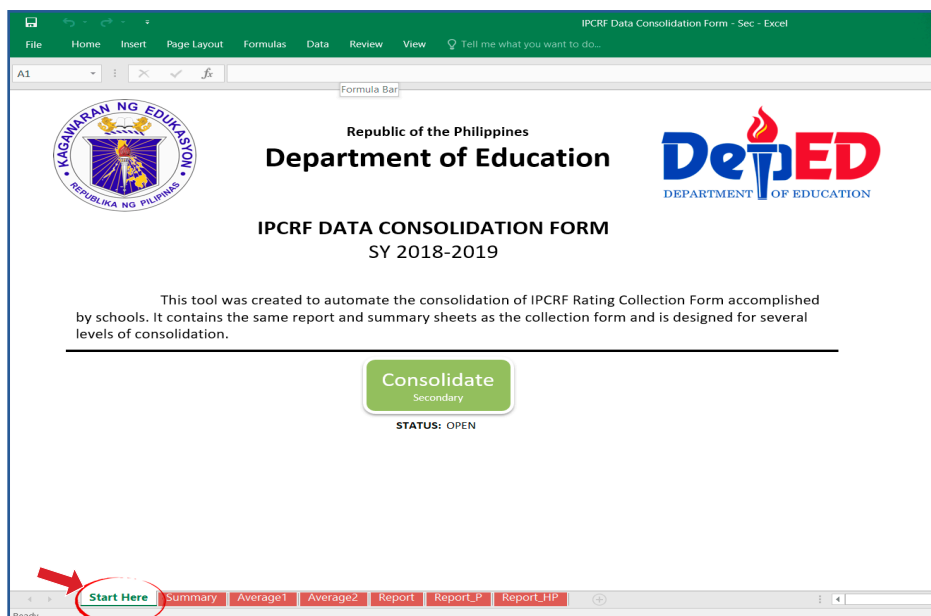


Figure 1.14. Start Here sheet of IPCRF Data Consolidation Form

1.3.2.1 Start Here Sheet

This sheet introduces the IPCRF data consolidation form and contains the consolidation button.

1.3.2.2. Summary Sheet

This sheet shows the summary of the number of teachers by position/subject area for each adjectival rating.

This sheet is partially locked. You can edit and type the name of your school or division and personnel who will prepare and certify this form. See Figures 1.15 and 1.16.

Proficiency	Position Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	2	0	2
	SUBTOTAL	0	0	1	2	1	4
Highly Proficient	Master Teacher I	0	0	0	2	0	2
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	2	1	3
TOTAL		0	0	1	4	2	7

Figure 1.15. Summary Sheet of IPCRF Data Consolidation Form (Proficiency Level)

Proficiency	Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Kinder	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	1	1
	English	0	0	0	1	0	1
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	0	0
	Araling Panlipunan	0	0	1	0	0	1
	Edukasyon sa Paggapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	1	0	1
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
SUBTOTAL	0	0	1	2	1	4	
Highly Proficient	Kinder	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0
	English	0	0	0	1	0	1
	Mathematics	0	0	0	1	0	1
	Science	0	0	0	0	1	1
	Araling Panlipunan	0	0	0	0	0	0
	Edukasyon sa Paggapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	0	0	0
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
SUBTOTAL	0	0	0	2	1	3	
TOTAL		0	0	1	4	2	7

Prepared by: _____ Certified Correct: _____

[Name] [Position] [Name] [Position]

Figure 1.16. Summary sheet of IPCRF Data Consolidation Form (Subject Area)

1.3.2.3. Average1 Sheet

This sheet shows averages of rating of teachers by position per objective.

KRA	Objectives	Proficient				Highly Proficient				Average (HP)	Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV		
KRA 1	Objective 1	4.500	2.500	3.750	3.625	4.000	5.000	0.000	0.000	4.333	3.929
	Objective 2	3.500	2.500	3.750	3.375	3.833	5.000	0.000	0.000	4.222	3.738
	Objective 3	5.000	2.500	4.000	3.875	4.000	5.000	0.000	0.000	4.333	4.071
KRA 2	Objective 4	4.000	2.500	4.000	3.625	4.000	5.000	0.000	0.000	4.333	3.929
	Objective 5	4.000	2.500	3.750	3.500	4.000	5.000	0.000	0.000	4.333	3.857
	Objective 6	4.500	2.500	3.750	3.625	4.000	5.000	0.000	0.000	4.333	3.929
KRA 3	Objective 7	4.000	3.500	4.000	3.875	4.000	5.000	0.000	0.000	4.333	4.071
	Objective 8	5.000	3.500	3.750	4.000	4.000	5.000	0.000	0.000	4.333	4.143
	Objective 9	5.000	3.500	4.000	4.125	4.000	5.000	0.000	0.000	4.333	4.214
KRA 4	Objective 10	4.000	4.500	4.000	4.125	4.250	5.000	0.000	0.000	4.500	4.286
	Objective 11	5.000	4.667	4.500	4.667	4.250	5.000	0.000	0.000	4.500	4.595
	Objective 12	5.000	4.667	4.500	4.667	4.500	5.000	0.000	0.000	4.667	4.667
Plus Factor	Objective 13	5.000	5.000	4.500	4.750	5.000	5.000	0.000	0.000	5.000	4.857
Average per Position		4.511	3.445	4.029	4.001	4.160	5.000	0.000	0.000	4.440	4.187

Figure 1.17. Average1 Sheet of IPCRF Consolidation Form

1.3.2.4. Average2 Sheet

This sheet shows averages of teachers' rating per subject area and per proficiency level.

Department of Education [Division] [School/District Name]															
CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY SUBJECT AREA															
Proficiency	Subject Area	KRA 1			KRA 2			KRA 3			KRA 4			Plus Factor	Average per Subject Area
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12		
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	3.000	3.000	3.000	3.000	3.000	3.500	3.500	3.500	3.500	3.500	3.333	3.000	3.000	3.210
	English	2.000	2.000	2.000	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.667	2.333	2.000	2.334
	Mathematics	2.000	2.000	2.000	2.500	2.500	2.500	2.500	2.500	2.500	2.500	2.667	2.333	2.000	2.334
	Science	3.500	3.500	3.500	3.500	3.500	3.500	3.500	3.500	4.000	4.000	4.000	4.000	4.000	3.696
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakatao	3.000	3.000	3.000	3.000	3.000	3.500	3.500	3.500	3.500	3.500	3.333	3.000	3.000	3.210
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech-Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	4.500	4.500	4.500	4.000	4.000	4.000	4.500	4.500	4.500	4.000	4.000	4.333	4.500	4.297
ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Average		3.283	3.283	3.283	3.239	3.239	3.435	3.587	3.587	3.630	3.478	3.449	3.348	3.326	3.390
Highly Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	English	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Mathematics	4.500	4.500	4.500	4.250	4.250	4.250	4.250	4.250	4.000	4.000	4.000	4.000	4.000	4.201
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakatao	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	4.500	4.667	4.500	4.357	4.357	4.357	4.500	4.500	4.500	4.357	4.357	4.500	4.500	4.452
	TLE/Tech-Voc	5.000	5.000	5.000	4.500	4.500	4.500	4.500	4.500	4.000	4.000	4.000	4.000	4.000	4.410
	SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ALS	5.000	4.667	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.545	
Average		4.761	4.710	4.609	4.413	4.413	4.413	4.457	4.457	4.304	4.261	4.261	4.304	4.425	
AVERAGE PER OBJECTIVE		4.022	3.996	3.946	3.826	3.826	3.924	4.022	4.022	3.967	3.870	3.855	3.826	3.815	3.906

Figure 1.18. Averages per Subject Area

1.3.2.6. Report_P Sheet

This sheet tallies the total number of Proficient Teachers per QET rating by subject area in every objective.

The screenshot shows an Excel spreadsheet with the following structure:

- Header:** Department of Education (Division), [School/District Name], DepED.
- Title:** CONSOLIDATED PROFICIENT TEACHERS' IPCRF RATING REPORT BY SUBJECT AREA
- Columns:** Objectives 1 through 11, each with sub-columns for Q, E, T, and Q.
- Rows:** Grouped by subject area (Kindergarten, Grade 1-3, Filipino, English) and then by position (1-5).
- Footer:** Start Here, Summary, Average1, Average2, Report, Report_P (highlighted), Report_HP.

Figure 1.20. Report Sheet for Proficient Teachers

1.3.2.7. Report_HP Sheet

This sheet tallies the total number of Proficient Highly Teachers per QET rating by subject area in every objective.

The screenshot shows an Excel spreadsheet with the following structure:

- Header:** Department of Education (Division), [School/District Name], DepED.
- Title:** CONSOLIDATED HIGHLY PROFICIENT TEACHERS' IPCRF RATING REPORT BY SUBJECT AREA
- Columns:** Objectives 1 through 11, each with sub-columns for Q, E, T, and Q.
- Rows:** Grouped by subject area (Kindergarten, Grade 1-3, Filipino, English) and then by position (1-5).
- Footer:** Start Here, Summary, Average1, Average2, Report, Report_P, Report_HP (highlighted).

Figure 1.21. Report Sheet for Proficient Teachers

1.4. What are the roles and responsibilities of School Heads and other HR personnel in the IPCRF data collection and consolidation?

The following officials/personnel shall be responsible for data collection at each governance level.

Table 1. Matrix of Responsibility

Governance Level	Focal Office/ Person	Task
Small Schools	School Head	Encoding and consolidation of IPCRF rating of teachers
Medium & Large Schools	Department Head	Encoding of IPCRF rating of teachers
	School Head	Consolidation of IPCRF rating of teachers
Schools Division Office (SDO)	Human Resource Development Section (SDO-HRDS), School Governance and Operations Division (SGOD) Chief	Consolidation of IPCRF Data Consolidation Forms submitted by schools
Regional Office (RO)	Regional Human Resource Development Division (RO-HRDD), HRDD Chief	Consolidation of IPCRF Data Consolidation Forms submitted by SDOs
Central Office (CO)	Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD)	Consolidation of IPCRF Data Consolidation Forms submitted by ROs
	National Educators Academy of the Philippines (NEAP), Performance Management Unit and Professional Development Division	Submission of IPCRF Data Consolidation Forms to National Educators Academy of the Philippines (NEAP) for HR development planning

To ensure that adequate support mechanisms are in place, school ICT Coordinators and Information Technology Officers (ITOs) at the SDOs/ ROs must provide technical assistance as necessary to School Heads and other offices responsible for data collection.

2. Collection of Teachers' IPCRF Ratings

Following the guidelines stipulated in the DepEd Order No. 2, s. 2015, teachers will submit their RPMS Portfolio for review and evaluation. The teacher and school will agree on the rating based on the MOV submitted, which will conclude at the signing of the IPCRF.

Collection of IPCRF ratings using the Excel-based data gathering forms will start after the submission of accomplished and duly signed IPCRF to the Department Head or School Head. The IPCRF ratings of individual teachers will be encoded using the IPCRF Rating Collection Form.

This section guides the school head and other designated human resource personnel in the process of collection and consolidation of IPCRF data of teachers.



In small schools, the School Head shall encode the IPCRF data. In medium and large schools, the Department Heads shall encode teachers' IPCRF data within their department using the IPCRF Rating Collection Form and submit the accomplished form to the School Head.

2.1. How do you set up and open the IPCRF data gathering forms?

The school head and other human resource personnel identified in Table 1 (see page 21) are responsible for the collection, consolidation and submission of IPCRF data. The following steps should be undertaken to set up and open the IPCRF data gathering forms.

Step 1: Download the Excel-based data gathering forms from the link provided.



The **IPCRF data gathering forms** can be accessed through the following link:
<http://deped.in/IPCRFDataForms>.

Step 2: Extract the files from the compressed folder and open the IPCRF Rating Collection Form.

The IPCRF Data Package will be downloaded as a compressed file (.rar or .zip), which may look like Figure 2.1 below.

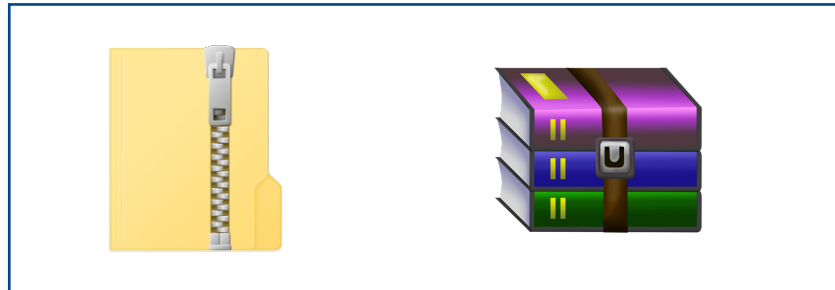


Figure 2.1. Compressed IPCRF Data Package file

Extract the **IPCRF Data Package_vJuly2019** from the compressed folder file and **save it on the Desktop**.

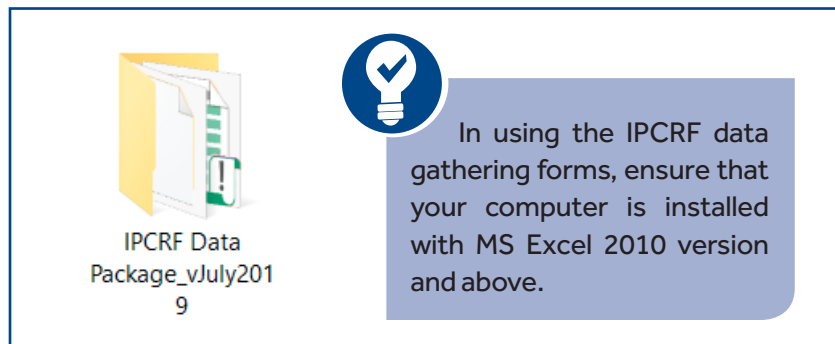


Figure 2.2. Extracted IPCRF Data Package folder

Inside the folder, you will find the following files and folders.

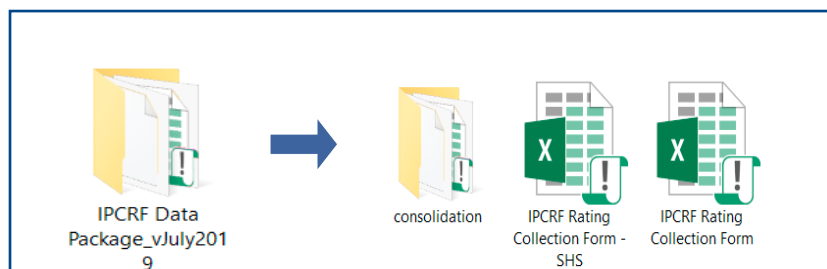


Figure 2.3. Folder structure of IPCRF Data Package folder

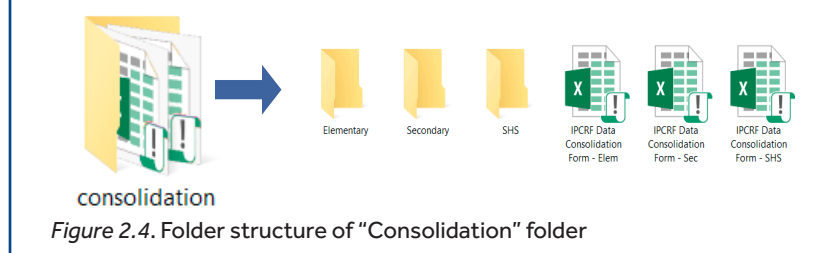


Figure 2.4. Folder structure of "Consolidation" folder

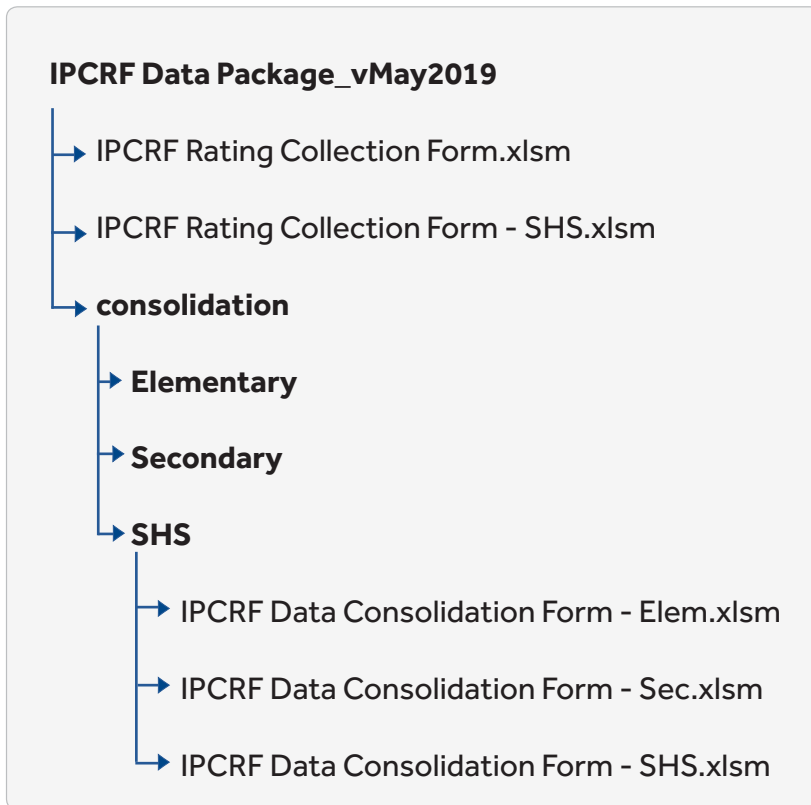


Figure 2.5. Folder structure of IPCRF Data Package_vMay2019 folder

Step 3: Open the IPCRF Rating Collection Form.

Open the **IPCRF Rating Collection Form.xlsm** if your school is Elementary or Secondary (Junior High School). Open the **IPCRF Rating Collection Form - SHS.xlsm** if your school is Senior High School.

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Ave	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

Figure 2.6. IPCRF Rating Collection Form

Step 4: Enable Macros

Click **“Enable Editing”** and **“Enable Content”**.

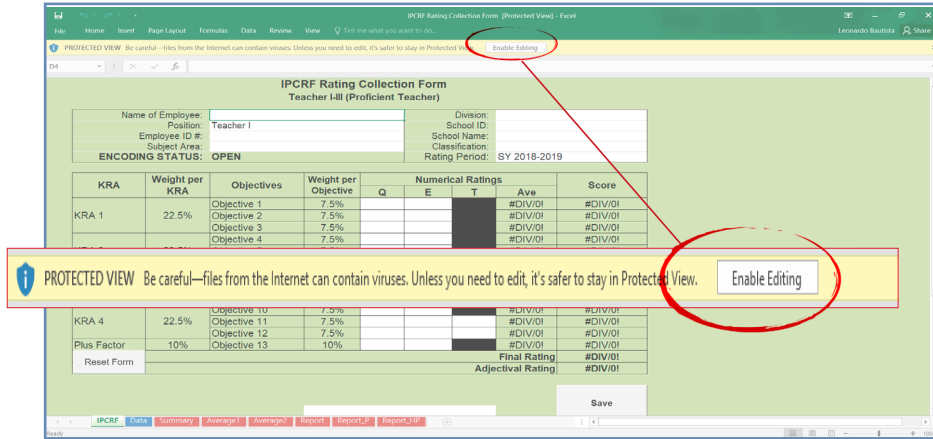


Figure 2.7. Enabling Editing

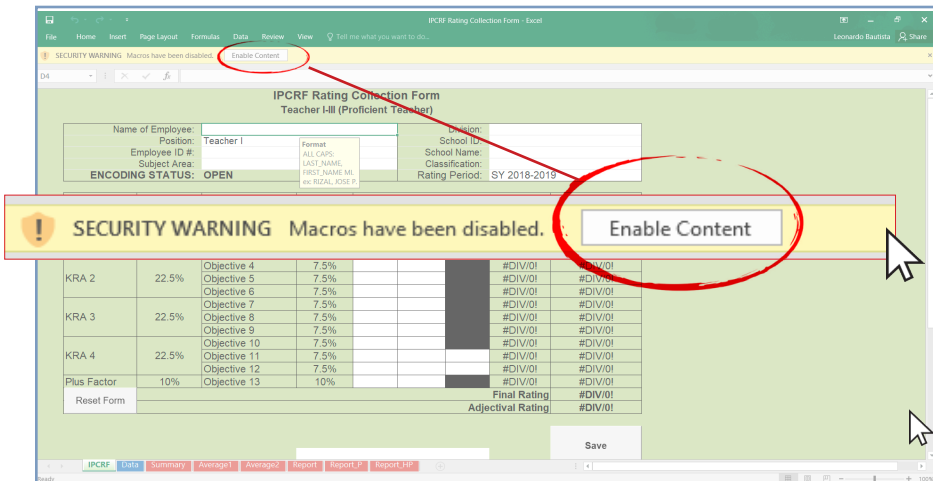


Figure 2.8. Enabling Macros Content



The School Head/Department Head may now encode the IPCRF rating of teachers based on the copy of duly approved IPCRF using the IPCRF Rating Collection Form.

2.2. How do you encode the IPCRF ratings of teachers using the IPCRF Rating Collection Form?

Step 1: Type in teacher's and school's information

Type in the form teacher's information in the required fields, e.g. name of the teacher, position, employee ID, subject area being taught, as well as school's information, e.g. division, school ID, school name and classification.



White cells in the Excel file are required fields and can be edited. On the other hand, black cells are locked and cannot be edited.

KRA	Weight per KRA	Objectives	Weight per Objective	Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.337
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
		Objective 6	7.5%	4	4		4.000	0.300
KRA 3	22.5%	Objective 7	7.5%	5	5		5.000	0.375
		Objective 8	7.5%	4	5		4.500	0.337
		Objective 9	7.5%	5	4		4.500	0.337
KRA 4	22.5%	Objective 10	7.5%	5	4		4.500	0.337
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	4.510
							Adjectival Rating	Outstanding

Figure 2.9. IPCRF Sheet of IPCRF Rating Collection Form



- The form changes depending on the position of the teacher, as indicated by its color. The form for Proficient Teachers is green, while the form for Highly Proficient teacher is blue.
- For Classification, you may click the drop down arrow and choose between **"Elementary"** or **"Secondary"**.
- For Subject Area, you choose among the following:

Kindergarten	Araling Panlipunan
Grade 1 (All subjects)	Edukasyon sa Pagpapakatao
Grade 2 (All subjects)	MAPEH
Grade 3 (All subjects)	TLE/HE
Filipino	TLE/Tech-Voc
English	SPED
Mathematics	ALS
- For teachers teaching more than one subject, select only one (1) subject that you have the most number of teaching load, or your area of specialization.

Step 2: Type the teacher’s IPCRF rating. When you are finished typing the ratings, click the Save button.

Type the teacher’s rating for Q, E and T. The form automatically computes for the Average and Score. Type the name of the Rater as well.

IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee: RIZAL, JOSE P. Division: Laguna
Position: Teacher I School ID: 301262
Employee ID #: 5018067 School Name: Nicolas L. Galvez Memorial NHS
Subject Area: Filipino Classification: Secondary
ENCODING STATUS: OPEN Rating Period: SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Ave	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.337
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
KRA 3	22.5%	Objective 6	7.5%	5	4		4.500	0.337
		Objective 7	7.5%	4	4		4.000	0.300
KRA 4	22.5%	Objective 8	7.5%	5	5		5.000	0.375
		Objective 9	7.5%	5	5		5.000	0.375
Plus Factor	10%	Objective 10	7.5%	4	4		4.000	0.300
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
		Objective 13	10%	5	5	5	5.000	0.500
							Final Rating	4.511
							Adjectival Rating	Outstanding

Reset Form Save

Rater: ANASTACIO SANTIAGO

Figure 2.10. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Save button.

Clicking the **“Save” button** automatically saves the IPCRF ratings and resets the form. You can now input the data of the next teacher.



You may also use the **“Reset Form”** button to easily delete all data that you put in the form.

IPCRF Rating Collection Form
Master Teacher I-IV (Highly Proficient Teacher)

Name of Employee: Division: School ID: School Name: Classification: Rating Period: SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Ave	Score
				Q	E	T		
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 6	7.5%				#DIV/0!	#DIV/0!
		Objective 7	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
		Objective 13	10%				#DIV/0!	#DIV/0!
							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

Reset Form Save

Figure 2.11. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Reset Form button.

The form also tallies the number of saved ratings per position.

Objective	Weight	5	4	3	2	1	Weighted Score	Max Score	
Objective 4	7.5%	5	3				4.000	0.300	
Objective 5	7.5%	5	3				4.000	0.300	
Objective 6	7.5%	5	3				4.000	0.300	
Objective 7	7.5%	5	3				4.000	0.300	
Objective 8	7.5%	5	3				4.000	0.300	
Objective 9	7.5%	5	3				4.000	0.300	
Objective 10	7.5%	5	4				4.500	0.337	
Objective 11	7.5%	5	4				4.500	0.337	
Objective 12	7.5%	5	4				4.500	0.337	
Objective 13	10%	5	5				5.000	0.500	
Plus Factor	10%								
							Final Rating	4.211	
							Adjectival Rating	Very Satisfactory	

JAENA, GRACIANO L. Rater
ANASTACIO SANTIAGO Rater

State: _____
 Total number of saved ratings: 1
 Proficient: 1
 Teacher I: 1
 Teacher II: 0
 Teacher III: 0
 Highly Proficient: 0
 Master Teacher I: 0
 Master Teacher II: 0
 Master Teacher III: 0
 Master Teacher IV: 0

Prepared by: **APOLINARIO MABINI** Head Teacher
 Certified Correct: **EMILIO AGUINALDO** Principal

Figure 2.12. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Statistics part

Step 3. Finalize and lock the form

When all encoding of IPCRF ratings is complete, you may now finalize and lock the form. To do that, scroll down and type the names and position of the personnel in-charge of the preparation of the IPCRF rating collection form and the approving authority.



- The **Rater** is the Assistant Principal/ Master Teacher/Head Teacher or School Head who rated teachers' IPCRF.
- **Prepared by** is signed by the one who encodes the teachers' IPCRF rating in the IPCRF data gathering forms, e.g., Department Head or School Head.
- **Certified correct** is signed by the School Head or the Approving Authority

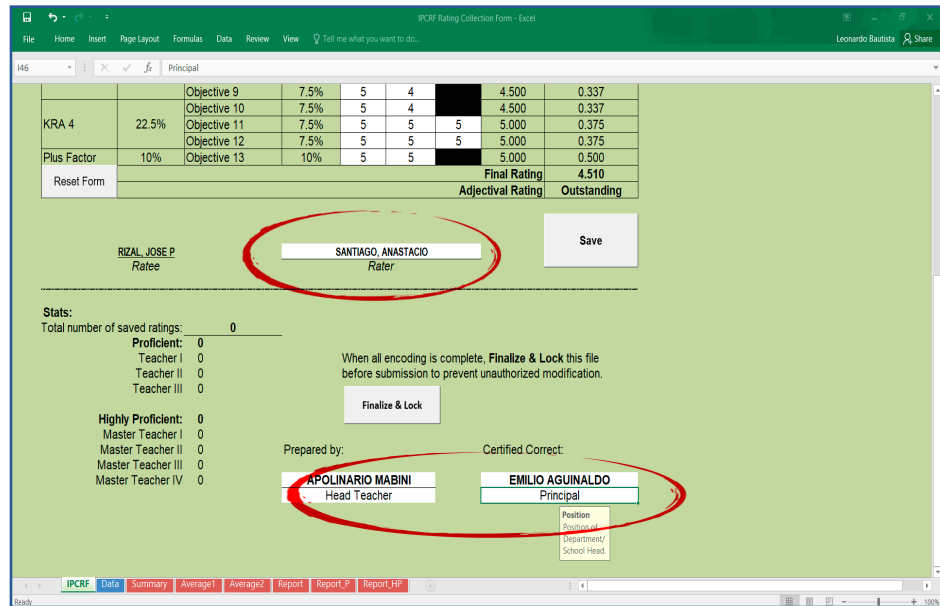


Figure 2.13. Lower part of IPCRF Sheet of IPCRF Rating Collection Form

When all encoding is complete, click **“Finalize & Lock”** to prevent unauthorized modification.

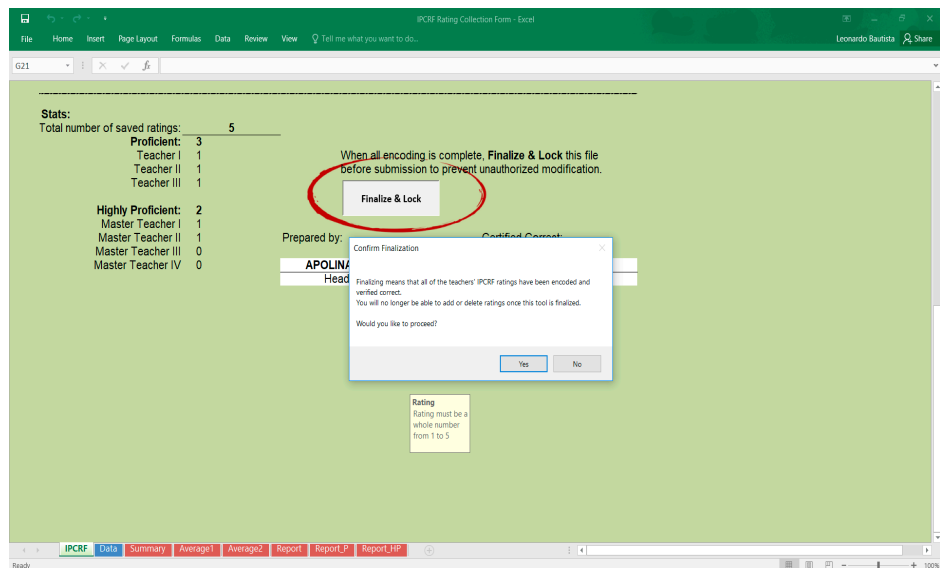


Figure 2.14. Finalizing and locking the IPCRF Rating Collection Form

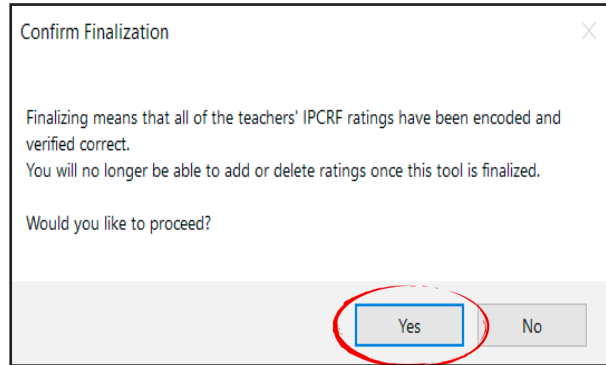


Figure 2.15. Prompt confirming finalization of IPCRF Rating Collection Form

You will be asked to type your desired password. Enter a password (minimum of 6 characters) with which to lock your file. The same password will be required to unlock the form, if needed.

Click **“Finalize”**.



Once the form is finalized and locked, adding or deleting ratings will no longer be permitted.

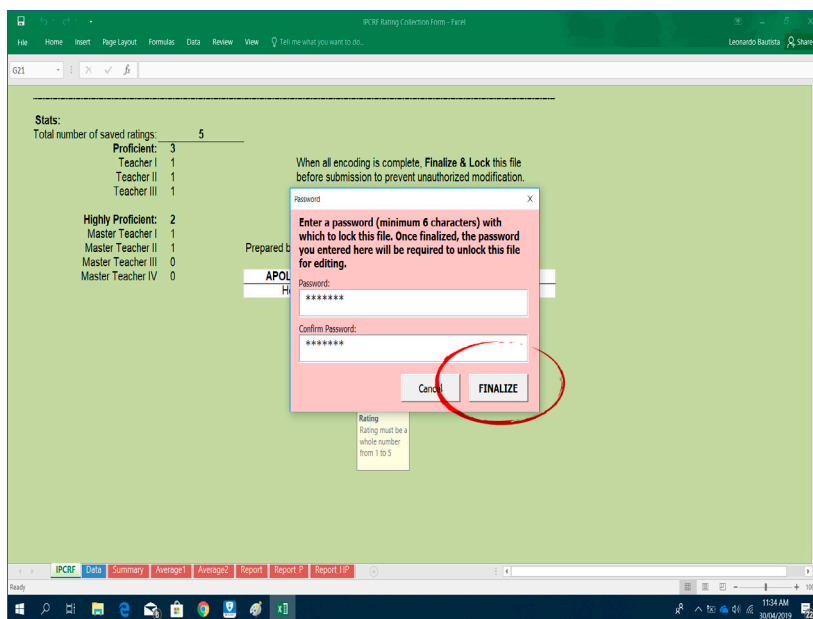


Figure 2.16. Finalizing and locking the IPCRF Rating Collection Form



The form automatically turns red to indicate that the form has been locked.

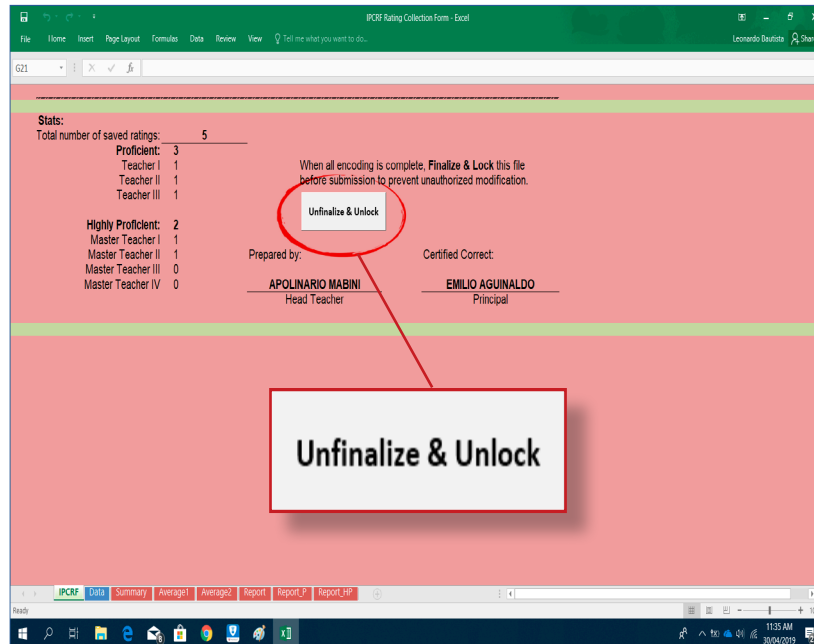


Figure 2.17. Finalized and locked IPCRF Rating Collection Form

If you wish to modify and manage the data, click **“Unfinalize and Unlock”** and enter the password you created.

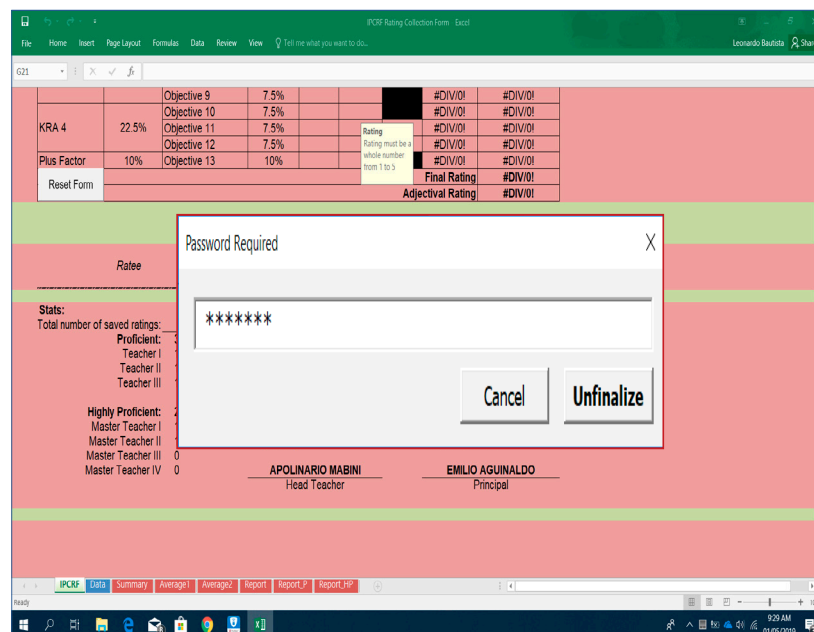


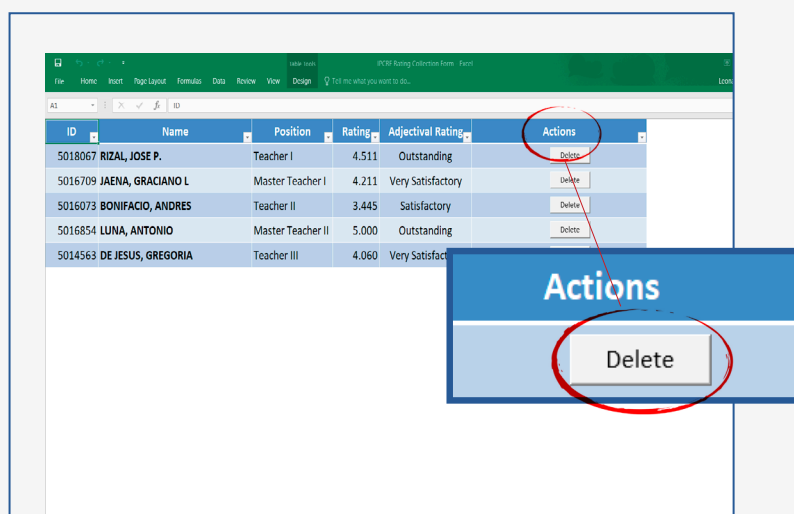
Figure 2.18. Unlocking the IPCRF Rating Collection Form

Deleting a record

This Data sheet of the IPCRF Rating Collection Form contains saved data of teachers. This sheet can be used to manage those data. While recorded ratings cannot be modified, they can be deleted if the encoder made a mistake.

To delete a teacher’s record or data, click the button **“Delete”**.

Encode the teacher’s data again to record and ensure that you encode it correctly.



Step 4. Save and rename the file.

In medium and large schools where encoding is done by Department Heads, it is necessary to rename the IPCRF Rating Collection Form before it is submitted to the School Head.

Rename the IPCRF Collection Form, following the format below:

IPCRF Rating Collection Form - English

Renaming of the IPCRF Rating Collection Form is not necessary in small schools where encoding is done by the School Heads.



The School Head may now consolidate the IPCRF Rating Collection Form using the IPCRF Data Consolidation Form.

3. Consolidation and Submission of IPCRF Ratings

The IPCRF Rating Consolidation Form is intended to consolidate teachers' IPCRF Rating Collection Forms. This form can be used to consolidate IPCRF ratings at different governance levels.

3.1. How do you consolidate IPCRF ratings at the school level?

3.1.1. Consolidation in Small Schools

In small schools, the School Head will be responsible for the encoding of the IPCRF rating using the IPCRF Rating Collection Form. The School Head will then consolidate the IPCRF ratings using the IPCRF Data Consolidation Form.

3.1.2. Consolidation in Medium and Large Schools

In medium and large schools, the collection of IPCRF rating will start at the department level. Department Heads will be responsible for gathering duly accomplished IPCRF for their department. They will then encode the IPCRF ratings using the IPCRF Rating Collection Form. Accomplished IPCRF Rating Collection Forms will be submitted to the School Head. The School Head will consolidate the forms using the IPCRF Data Consolidation Form.

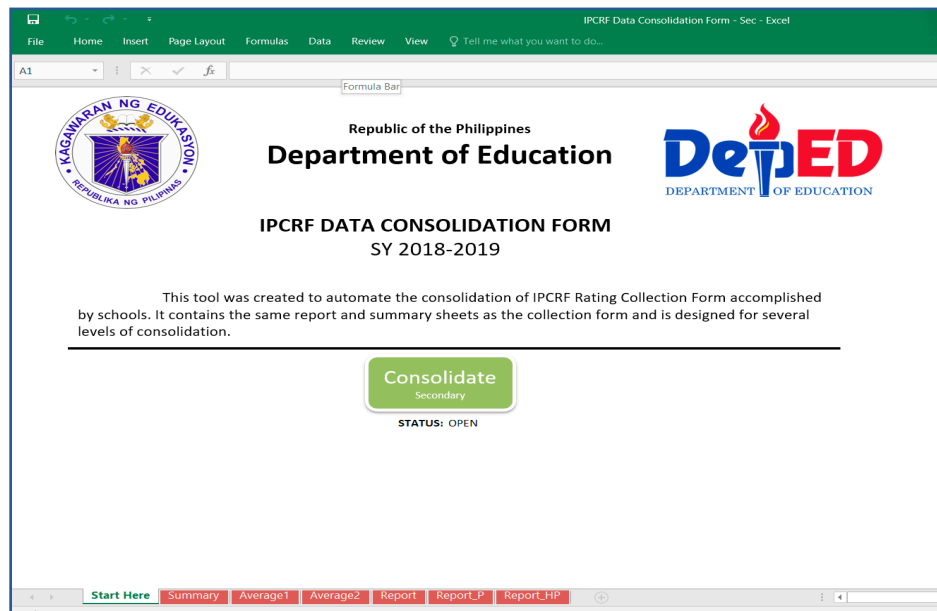


Figure 3.1. IPCRF Data Cnsolidation Form (Secondary)



Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the Schools Division Office for further consolidation.

To consolidate the forms, do the following:

Step 1: Move the accomplished IPCRF Rating Collection Form in the appropriate folder inside the Consolidation folder.

The data is automatically saved once you closed the IPCRF Rating Collection Form. Make sure that the form is finalized and locked.

Open the “Consolidation” folder.

Move the accomplished IPCRF Rating Collection Form in the folder appropriate to your school classification.

If your school is in elementary, move the form into the **Elementary** folder. If your school is in the secondary, move it into the **Secondary** folder. IPCRF Rating Collection Forms for SHS should be moved to **SHS** folder.

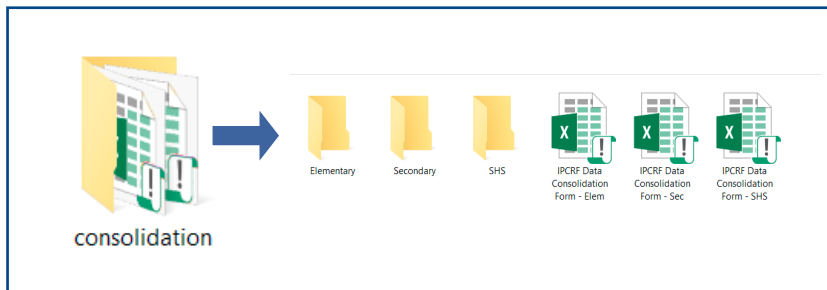


Figure 3.2. Folder structure of IPCRF Data Package folder



The School Head may now consolidate the IPCRF Rating Collection Form.

Step 2: Open the IPCRF Data Consolidation Form appropriate to your school classification.

Step 3: Enable Macros.

Click **“Enable Editing”** and **“Enable Content”**.

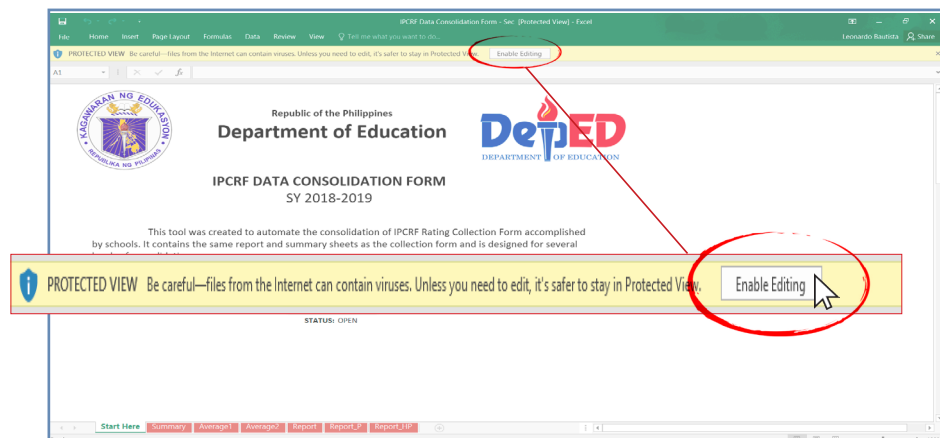
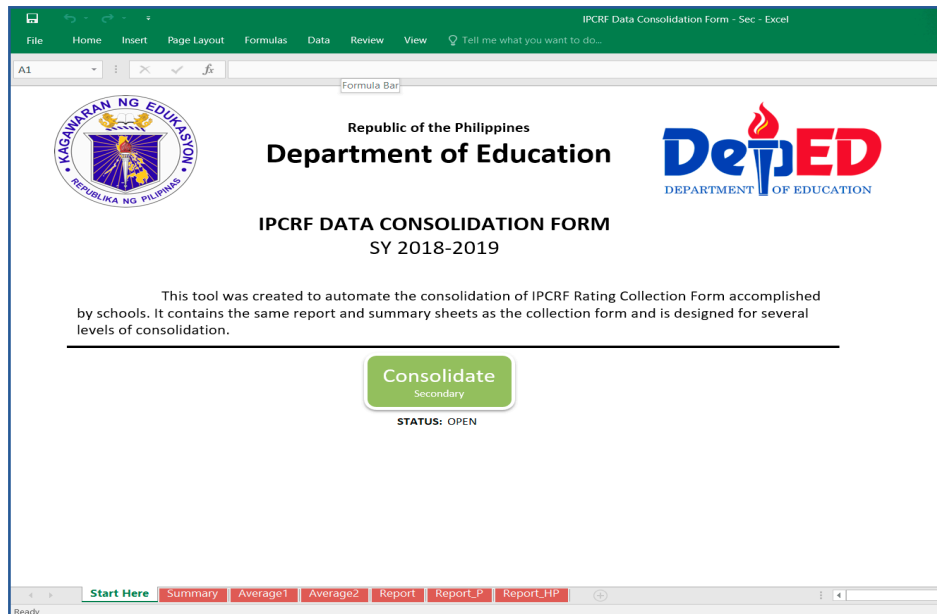


Figure 3.3. Enabling Editing

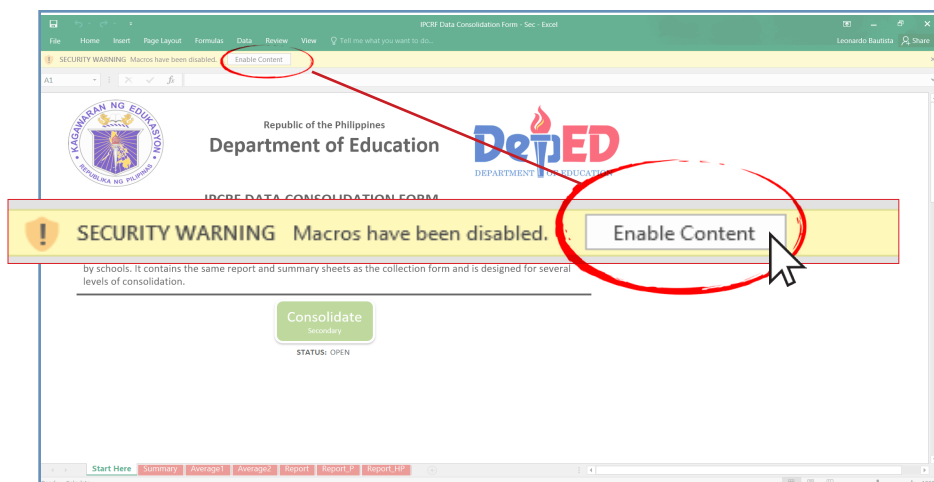


Figure 3.4. Enabling Macros Content

Step 4: Consolidate the IPCRF Rating Collection Form.
Click the green button **“Consolidate”**.

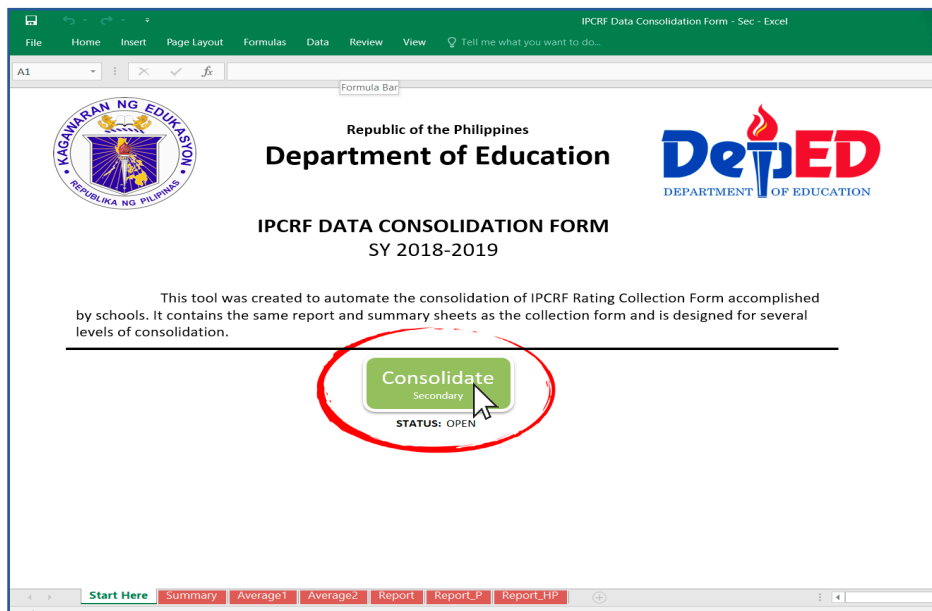


Figure 3.5. Consolidating IPCRF data

Step 5: Select the folder where the IPCRF Rating Collection Forms are stored.
Click **“OK”** to commence the process of consolidation.

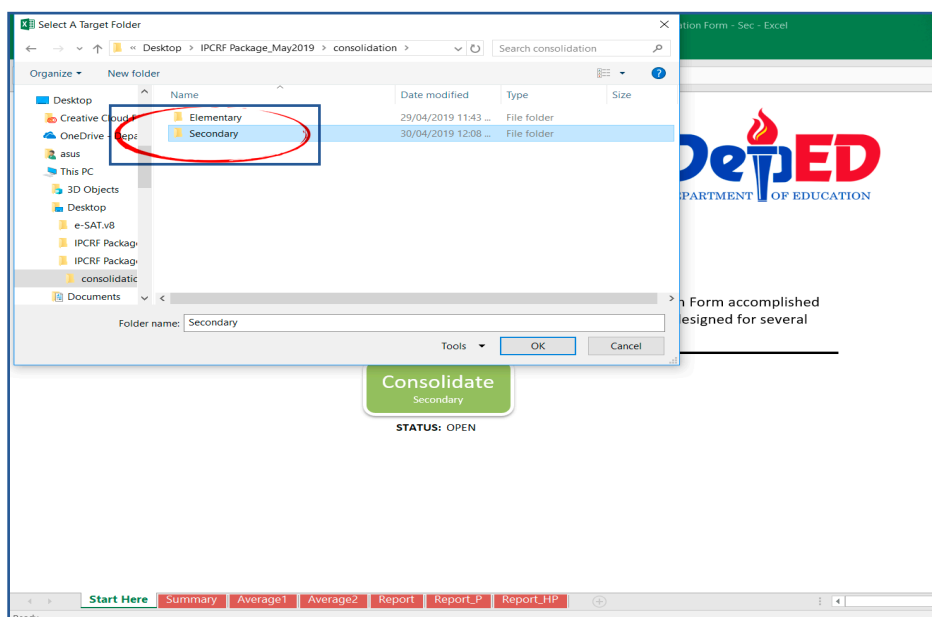


Figure 3.6. Selecting folder for consolidation

Step 5: Wait for the consolidation process to finish.

A progress bar will show the percentage of completion and the number of files being consolidated.

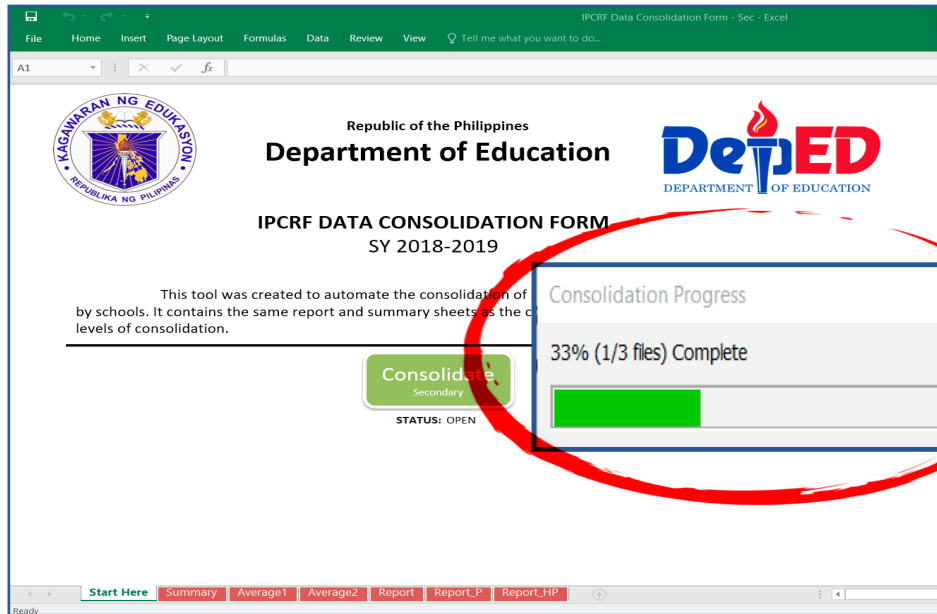


Figure 3.7. Ongoing consolidation process

Once the consolidation process is finished, a prompt will indicate that files (IPCRF Rating Consolidation Forms) were successfully consolidated and locked.

Click "OK".

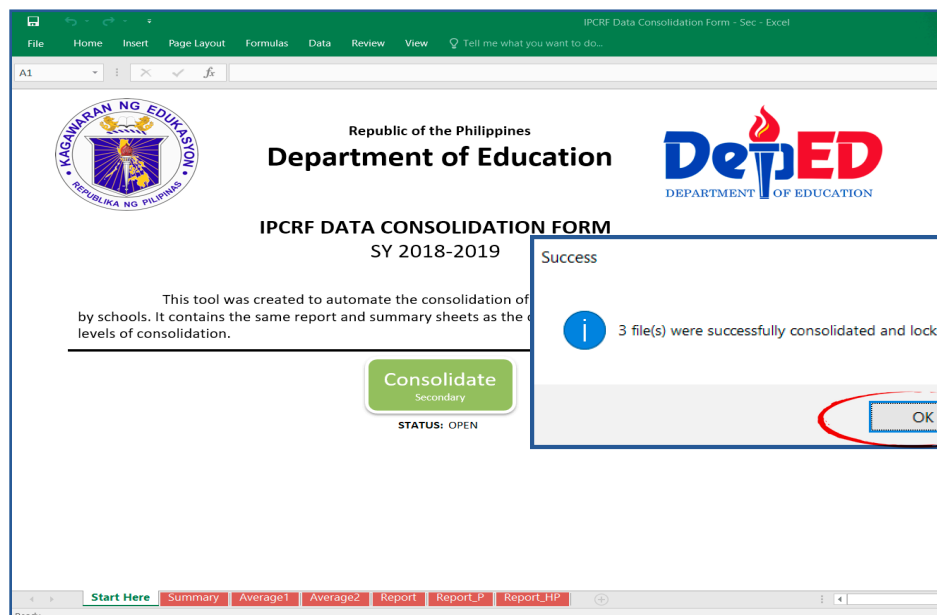


Figure 3.8. A prompt indicating that the data is successfully consolidated

You will be redirected to the **Report sheet**.

Figure 3.9. Report sheet of Proficiency Teachers



At this point, you may now explore the other sheets to view consolidated report of IPCRF data of teachers.

Step 5: Save and rename your file by adding your school ID at the end, e.g.,

IPCRF Data Consolidation Form - Sec - 301262

or

IPCRF Data Consolidation Form - Elem - 301262

IPCRF Data Consolidation Form - SHS - 301262



The accomplished IPCRF Data Consolidation Form Excel file shall be submitted to the School Division Office (SDO) for further consolidation and analysis through the link provided. Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the SDO.

3.2. How do you consolidate IPCRF Data using the IPCRF Data Consolidation Form across governance levels?

Designated personnel at the SDO, RO and CO human resource offices shall download the accomplished IPCRF Data Consolidation Forms through the link provided for their SDOs and ROs. The same process of consolidation using the IPCRF Data Consolidation Form shall be followed. **See pages 33-36.**



A customized link is provided by BHROD-HRDD for each SDO/RO from where IPCRF Data Consolidation Forms submitted by schools/SDOs can be downloaded. See DM-PFO-2019-0045 for the list of links:
<http://deped.in/RPMSDataMemo>

Do the following steps:

Step 1: Download the IPCRF data gathering forms from the link: <http://deped.in/IPCRFDataForms>.

Step 2: Extract the IPCRF data gathering forms from the compressed file.

Step 3: Download the IPCRF Data Consolidation Forms submitted by schools/SDO.

Step 4: Move the IPCRF Data Consolidation Forms to the appropriate folder.

Step 5: Open the IPCRF Data Consolidation Form appropriate to the school classification.

Step 6: Enable Macros.

Step 7. Consolidate the IPCRF Data Consolidation Forms.

Step 8: Wait for the consolidation process to finish.

Step 9: Save and rename your file by adding the name of your division and region at the end, e.g.,

IPCRF Data Consolidation Form - Sec - Laguna_R4A

For the region, follow the file naming format:

IPCRF Data Consolidation Form - Sec - R4A

3.3. How do you submit the consolidated IPCRF data?

All public schools are expected to submit consolidated IPCRF data. Likewise, schools division offices are required to submit consolidated IPCRF data to their Regional Office; Regional Offices are to submit consolidated IPCRF data to BHROD-HRDD. The consolidated data will provide inputs to programs being developed on teachers' learning and development, and rewards and incentives.

3.3.1. Submission from Schools to Schools Division Office (SDO)

The School Head shall submit the accomplished IPCRF Data Consolidation Form to the Chief of the School Governance and Operations Divisions (SGOD) through the customized link provided by the Bureau of Human Resource and Organizational Development (BHROD) via e-mail.



A customized link shall be given to each school where IPCRF Data Consolidation Forms can be submitted.

Step 1: Access the Google Form at the link provided.

Step 2: Upload via "ADD FILE" the IPCRF Data Consolidation Form Excel file.

Step 3: Accomplish the rest of the IPCRF Data Submission Form.

The form consists of two parts. The first part of the form is where you input information about your school or division and upload the IPFCRF Data Consolidation Form. The second part is the **Narrative Report form** that aims to gather feedback on the process of data collection and consolidation across governance levels.

After accomplishing the first part of the IPCRF Data Submission Form, click "**Next**".

DEPARTMENT OF EDUCATION
BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT

IPCRF Data Submission Form (Tryout)

This form is intended to collect the IPCRF Data Consolidation Form at school and division levels. This also gathers feedback on the process of data collection and consolidation. 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 files and submit this form. Not bhrod.hrdd@deped.gov.ph? [Switch account](#)

** Required*

IPCRF Data Consolidation Form

Please upload your school's IPCRF Data Consolidation Form. Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the Schools Division Office for further consolidation.

Upload IPCRF Data Consolidation Form here: *

IPCRF Data Consol...
[ADD FILE](#)

Name of School *
 Narangasan Elementary School

School ID *
 113730

Name of Division *
 Masbate

Name of School Head/HR Personnel In-Charge *
 Vilma A. Fontelar

Email address *
 narangasan.es@deped.gov.ph

[NEXT](#)

1 Add file to upload the form.

2 Accomplish the rest of Part I.

3 Click "Next" to proceed to Part II.

Figure 3.10. IPCRF Data Submission Form for SDOs

Adding file via Google Form

IPCRF Data Consolidation Form

Please upload your school's IPCRF Data Consolidation Form. Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the Schools Division Office for further consolidation.

Upload IPCRF Data Consolidation Form

ADD FILE

Name of School *

Your answer

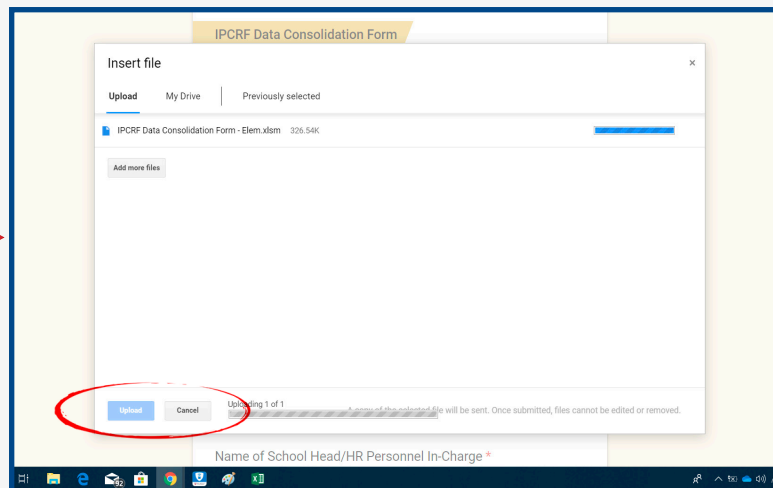
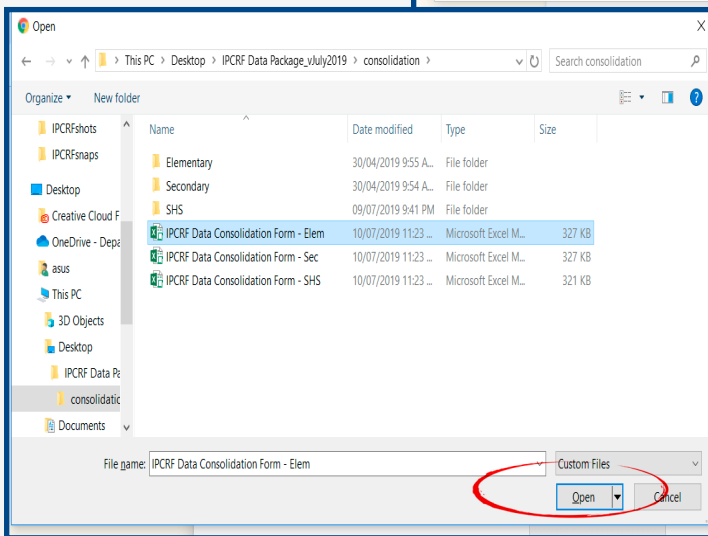
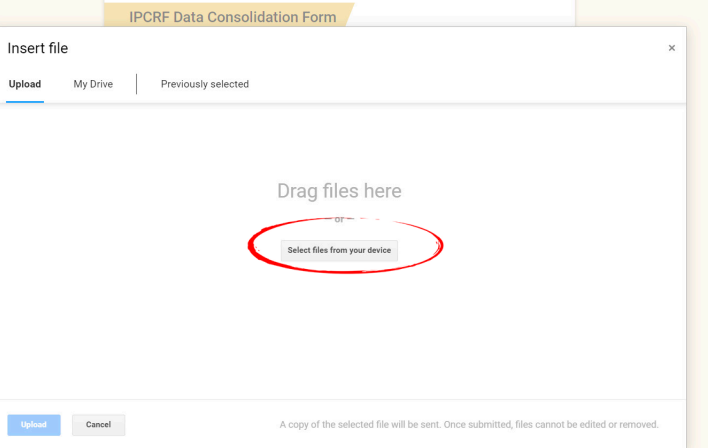


Figure 3.11. Adding file via Google Form

Step 4: Accomplish the Part II: Narrative Report of the IPCRF Data Submission Form.

Step 5: Click “Submit”.

Accomplish Part II of the Form.

4

Part II: Narrative Report

This form aims to gather feedback on the use and implementation of the IPCRF data gathering forms and the processes of data collection and consolidation.

Timeline of data collection (e.g. May 1 to May 10, 2019) *

September 2018 - May 2019

What are the challenges and issues encountered during the implementation of the RPMS and the collection and consolidation of IPCRF data? *

Lack of access to updated [RPMS Manual](#) and orientation resources

What are the actions planned and undertaken to address the issues identified? *

Coordinated with [SDO](#) and CO to get access to the [RPMS Manual](#) and orientation materials; conducted reorientation on the use of [RPMS](#)

What assistance/resources do you need to effectively: i) implement the RPMS; ii) and collect and consolidate the IPCRF data? *

Access and training on the use of the [RPMS Manual](#) and tools

Do you have any suggestion for the improvement of the implementation of the RPMS and IPCRF data collection and consolidation system? *

Monitoring and reporting mechanism on the progress and status of the [RPMS implementation](#)

A copy of your responses will be emailed to bhrod.hrdd@deped.gov.ph.

Never submit passwords through Google Forms.

Click “Submit”.

5

Figure 3.12. Part II of IPCRF Data Submission Form for SDOs

Process Flow of Collection, Consolidation and Submission (School to SDO)

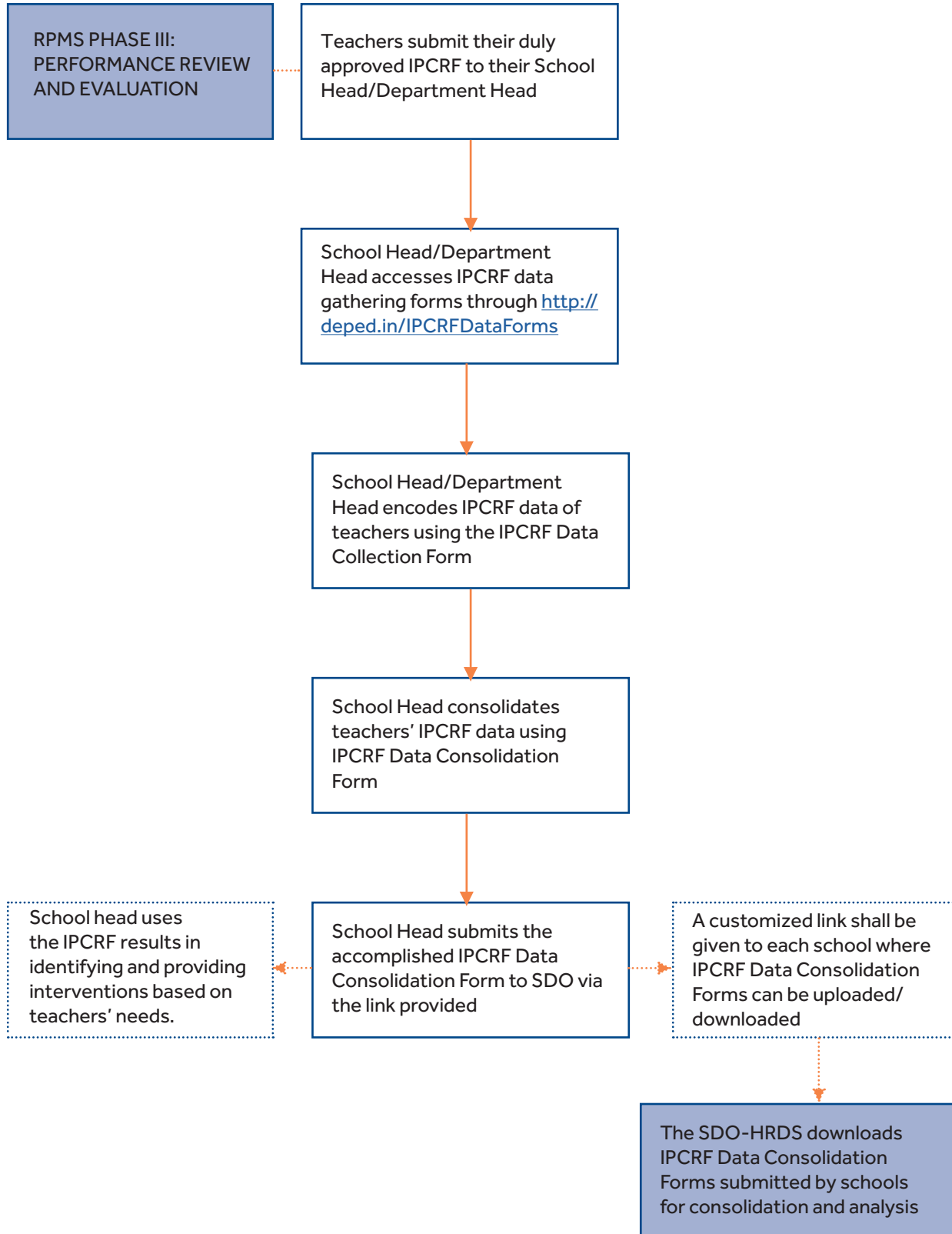


Figure 3.14. Process Flow of Collection, Consolidation and Submission (School to SDO)

**Process Flow of Collection, Consolidation and Submission
(SDO to RO; RO to CO)**

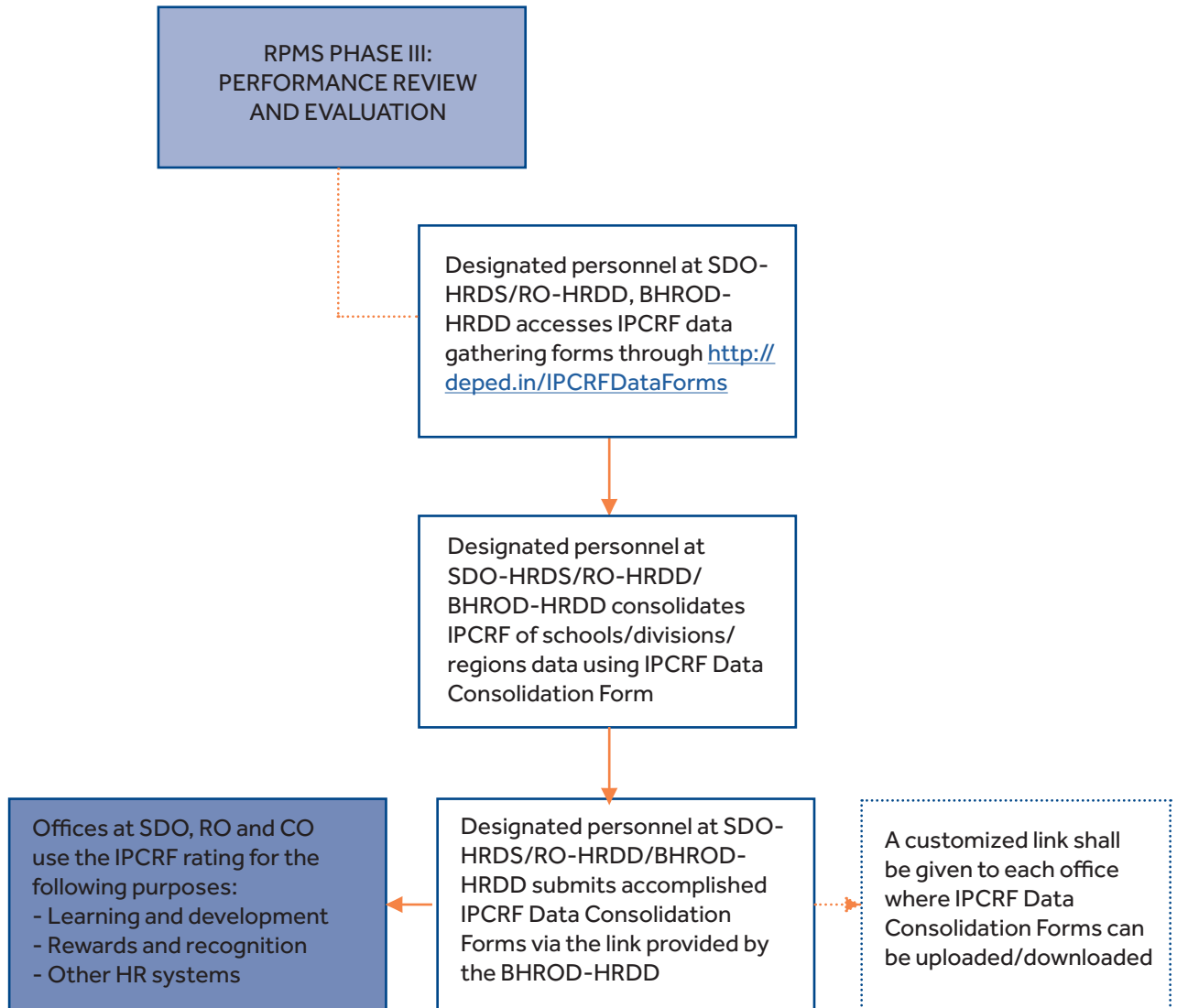


Figure 3.15. Process Flow of Collection, Consolidation and Submission (SDO to RO; RO to CO)

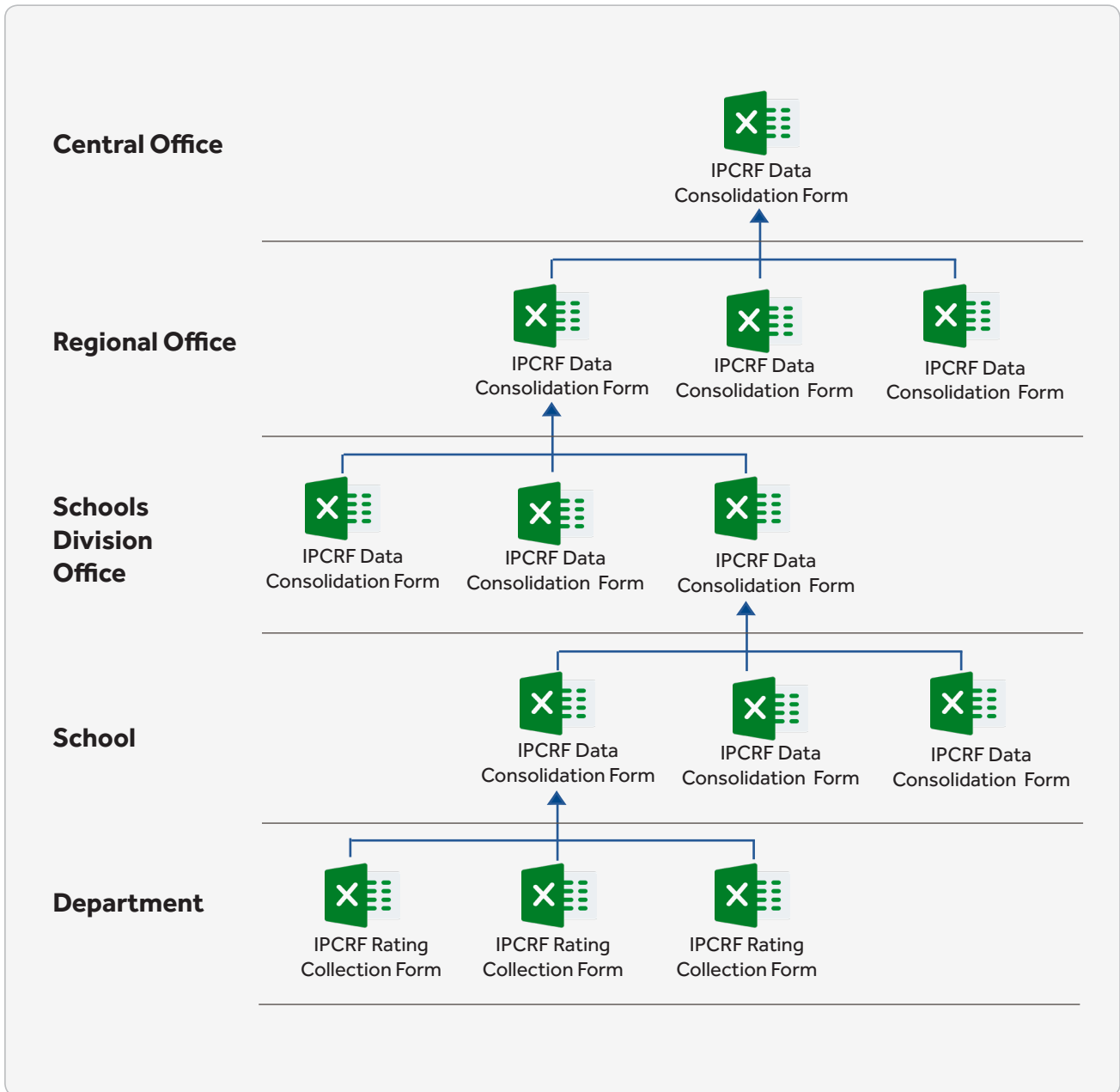


Figure 3.16. Flow of submission of IPCRF data gathering forms across governance levels

4. Use and Analysis of Consolidated IPCRF Data

The IPCRF data gathering forms allow the School Head and other HR personnel to view the data to ensure the accuracy and completeness of data collected as well as to make necessary analysis for identifying necessary learning and development needs and providing interventions based on the needs identified. The forms can provide the following information, among others:

At the school level,

- How many teachers got which rating in which Objective at each position/subject area?
- Which objectives should be considered as a learning and development priorities based on the school-wide consolidated IPCRF data (e.g., final rating and their rating per Quality, Efficiency and Timeliness)?

At the SDO, RO and CO levels,

- Which objectives should be considered as learning and development priorities based on the division- and region-wide consolidated data (e.g., averages of final rating and rating per Quality, Efficiency and Timeliness)?

4.1. How do you view and analyze the consolidated IPCRF data of teachers?

1. Via IPCRF Sheet: Statistics of saved ratings.

The form tallies the number of saved ratings per position.

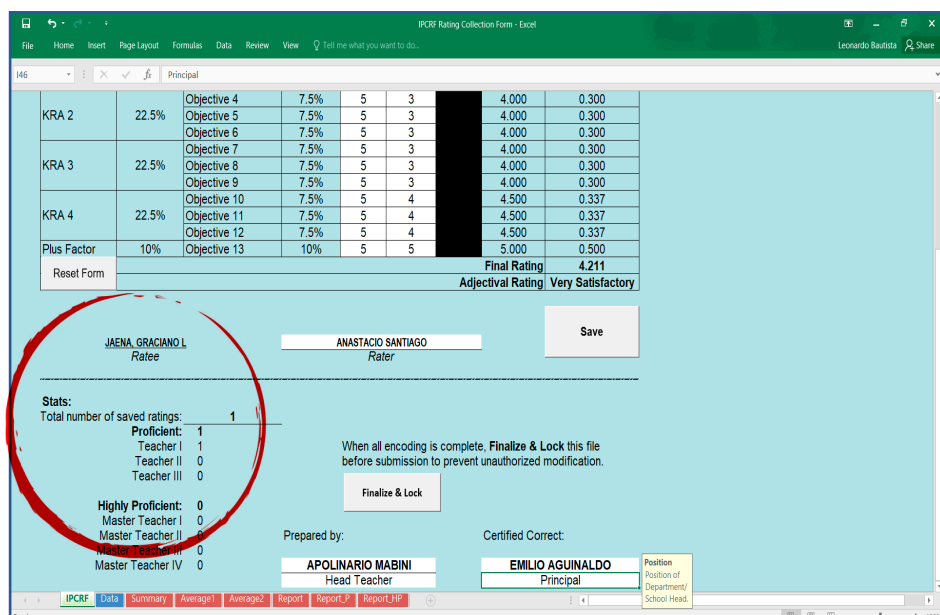


Figure 3.17. Sample accomplished IPCRF Sheet

2. Via Data Sheet

The **Data sheet** containst the recorded data of teachers. It provides information about teachers’ employee ID, name, position, final IPCRF rating and its adjectival equivalent.

The School Head or the designated personnel can manage the data through this sheet. If the entry is found erroneous, you can click the **“Delete”** button under the Actions column and encode it again.

ID	Name	Position	Rating	Adjectival Rating	Actions
5018067	RIZAL, JOSE P.	Teacher I	4.511	Outstanding	Delete
5016709	JAENA, GRACIANO L	Master Teacher I	4.211	Very Satisfactory	Delete
5016073	BONIFACIO, ANDRES	Teacher II	3.445	Satisfactory	Delete
5016854	LUNA, ANTONIO	Master Teacher II	5.000	Outstanding	Delete
5014563	DE JESUS, GREGORIA	Teacher III	4.060	Very Satisfactory	Delete

Figure 3.19. Sample Data sheet

3. Via Summary Sheet

This sheet shows the summary of the total number of teachers by position/subject area for each adjectival rating.

Proficiency	Position Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	1	0	1
	SUBTOTAL	0	0	1	1	1	3
Highly Proficient	Master Teacher I	0	0	0	1	0	1
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	1	1	2
TOTAL		0	0	1	2	2	5

Figure 3.20. Sample summary per Position of IPCRF Rating Collection Form

Proficiency	Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Kinder	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	2	0	0	2
	English	0	2	0	0	0	2
	Mathematics	0	3	0	0	0	3
	Science	0	0	0	2	0	2
	Araling Panlipunan	0	0	0	0	0	0
	Edukasyon sa Pagpapakatao	0	0	7	0	0	7
	MAPEH	0	0	0	0	0	0
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	7	0	7
	ALS	0	0	0	0	0	0
	SUBTOTAL	0	5	9	9	0	23
	Highly Proficient	Kinder	0	0	0	0	0
Grade 1 (All)		0	0	0	0	0	0
Grade 2 (All)		0	0	0	0	0	0
Grade 3 (All)		0	0	0	0	0	0
Filipino		0	0	0	0	0	0
English		0	0	0	0	0	0
Mathematics		0	0	0	4	0	4
Science		0	0	0	0	0	0
Araling Panlipunan		0	0	0	0	0	0
Edukasyon sa Pagpapakatao		0	0	0	0	0	0
MAPEH		0	0	0	0	0	0
TLE/HE		0	0	0	2	5	7
TLE/Tech-Voc		0	0	0	5	0	5
SPED		0	0	0	0	0	0
ALS		0	0	0	0	7	7
SUBTOTAL		0	0	0	11	12	23
TOTAL		0	5	9	20	12	46
Prepared by:		Certified Correct:					
_____		_____					
[Name]		[Name]					
[Position]		[Position]					
Start Here Summary Average1 Average2 Report Report_P Report_HP							

Figure 3.21. Summary per Position of IPCRF Rating Collection

The summary tables also have corresponding charts. See Figures 3.22 and 3.23 for the chart of adjectival ratings by position and Figure for the chart showing adjectival ratings by subject area, for Proficient and Highly Proficient Teachers, respectively.

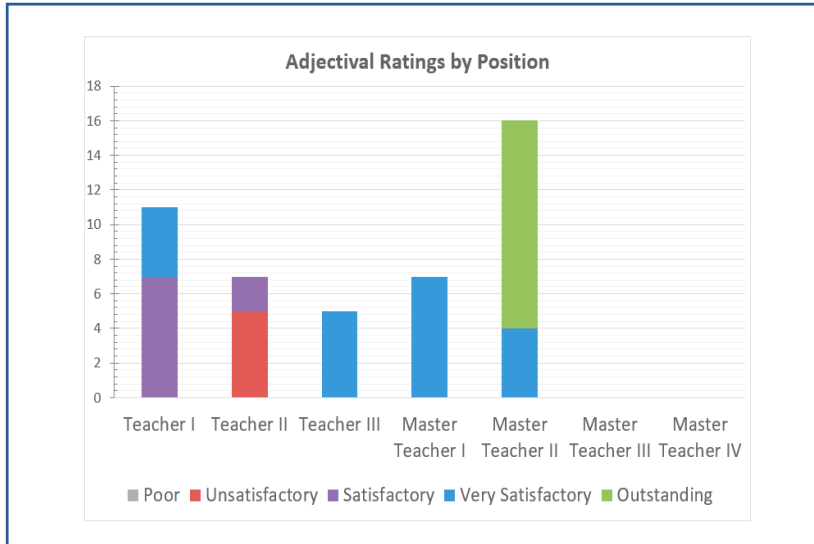


Figure 3.22. Chart of adjectival ratings by position (Summary Sheet)

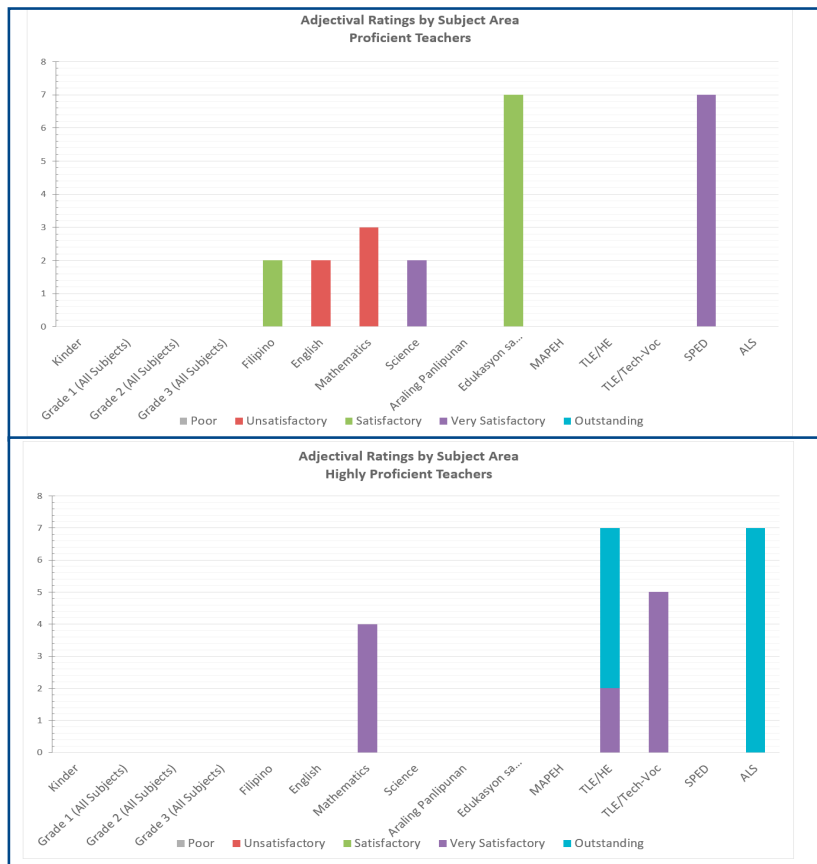


Figure 3.23. Chart of adjectival ratings summary per proficiency level

Average ratings of Proficient and Highly Proficient Teachers are also represented graphically.

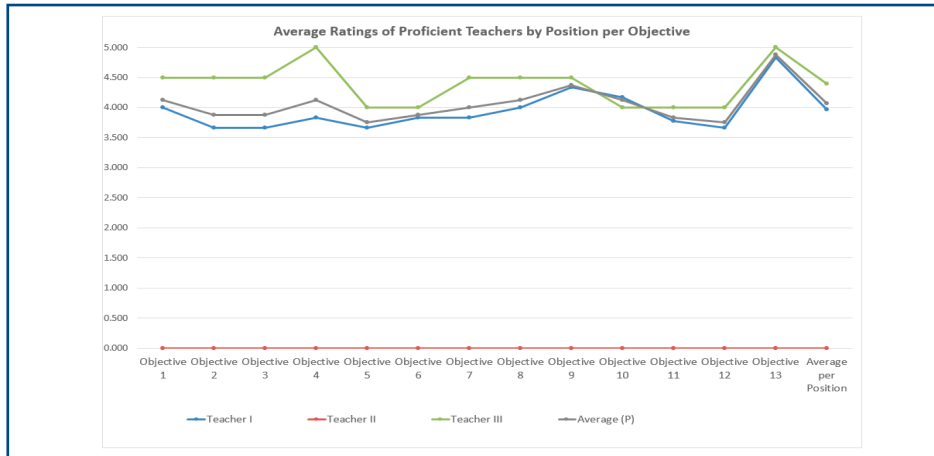


Figure 3.26. Sample chart of average ratings of Proficient Teachers by position per objective

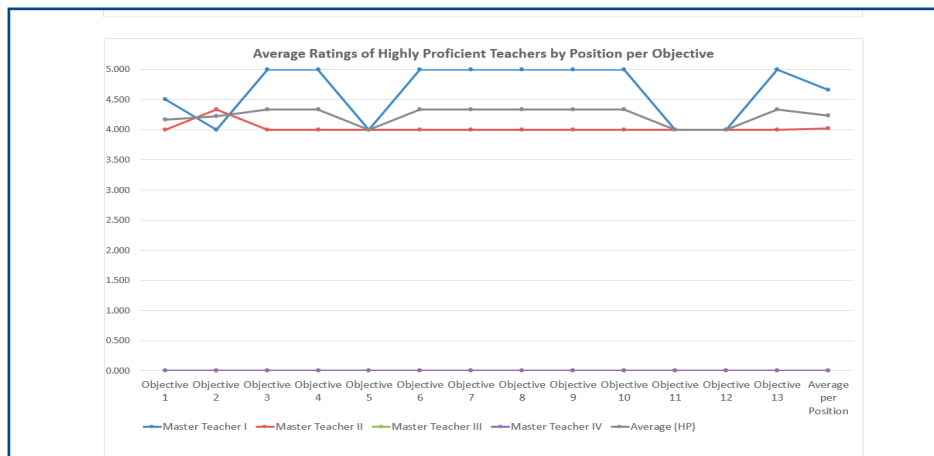


Figure 3.27. Sample chart of average ratings of Highly Proficient Teachers by position per objective

5. Via Report Sheets

Both IPCRF Rating Collection Form and IPCRF Data Consolidation Form contain average and summary sheets. The Report Sheets (Report Sheet, Report_P Sheet and Report_HP Sheet) tally the number of teachers by position/subject area, by objective and by the rating for Quality, Efficiency and Timeliness (QET). Data in this sheet are automatically generated from the encoded ratings in the IPCRF sheet.

This Report sheet can provide information to the School Head and other human resource personnel on how many teachers per position got which rating in Q, E and T. This can inform them about which objectives should be the priority for development per position/proficiency based on the rating they obtained for each dimension of performance.

Figure 3.28. Report Sheet of IPCRF Rating Collection Form

Figure 3.29. Report Sheet of IPCRF Data Consolidation Form

Via Report Sheets per Proficiency Level

Both the IPCRF Rating Collection Form and IPCRF Data Consolidation Form generate report per proficiency level. Report sheets per proficiency level (e.g., Report_P Sheet and Report_HP Sheet) can provide guidance to school head and HR personnel at SDO, RO and CO levels to determine how many teachers by position and proficiency level got which rating per objective. The sheet can help HR personnel analyze which objectives should be the prioritized for learning and development based on the rating they obtained for Quality, Efficiency and/or Timeliness.

Report_P Sheet shows the summary of IPCRF data of Proficient Teachers, while Report_HP Sheet shows Highly Proficient Teachers' data summary.

The analysis can also be done per subject area.

Figure 3.30. Sample Report Sheet of consolidated IPCRF rating for Proficient Teachers by Subject Area

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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