



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

July 12, 2021

DIVISION MEMORANDUM  
No. 261, s. 2021

**ISSUANCE OF THE ELECTRONIC-INDIVIDUAL PERFORMANCE COMMITMENT AND  
REVIEW FORM (e-IPCRF) AND ELECTRONIC-SELF ASSESSMENT TOOL (e-SAT)  
CONSOLIDATION TOOL FOR SCHOOL YEAR 2020-2021**

To: Assistant Schools Division Superintendent  
Chiefs of Divisions & Heads of Sections/Units  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Teaching, Teaching-Related & Non-Teaching Personnel  
All Others Concerned

1. Pursuant to Regional Memorandum No. 0552, s. 2021 and DepEd Memorandum DM-PHROD-2021-0498 dated June 17, 2021 from Undersecretary Jesus L.R. Mateo, Office of the Undersecretary for Planning, and Human Resource and Organizational Development, entitled: "Issuance of the Electronic-Individual Performance Commitment and Review Form (E-IPCRF) and Electronic-Self Assessment Tool (E-Sat) Consolidation Tool for School Year 2020-2021" which was modified to complement the changes in the RPMS Tools of Proficient and Highly Proficient Teachers. These electronic tools shall be used by teaching personnel to accomplish and submit their IPCRFs for SY 2020-2021.
2. In relation to this, attached are the guide on the use of the e-IPCRF for SY 2020-2021 (see Annex A) and the guide on the use of the e-SAT Consolidation Tool for SY 2020-2021 (see Annex B) and can be accessed and downloaded through this link: **[bit.ly/RPMSPPST20202021](http://bit.ly/RPMSPPST20202021)**.
3. Furthermore, reminding and directing all field personnel to refrain from using and distributing unauthorized tools/versions of the SY 2020-2021 e-IPCRF and/or e-SAT Consolidation Tool which is circulated in various online platforms prior to the issuance of the DepEd Memorandum. In cases where field personnel were able to complete the accomplishment of their e-IPCRFs of e-SAT Consolidation Tool, the said personnel must transfer the information from these unauthorized tools to the prescribed tools/versions issued.
4. Immediate dissemination of this Memorandum is desired.

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAI/CDC/ADMIN/ATM/et



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

Office of the Regional Director

JUL 06 2021

REGIONAL MEMORANDUM  
No. 0552 s. 2021

**ISSUANCE OF THE ELECTRONIC-INDIVIDUAL PERFORMANCE COMMITMENT AND  
REVIEW FORM (e-IPCRF) AND ELECTRONIC-SELF ASSESSMENT TOOL (e-SAT)  
CONSOLIDATION TOOL FOR SCHOOL YEAR 2020-2021**

To: SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

1. Attached is DepEd Memorandum DM-PHROD-2021-0498 dated June 17, 2021, from Undersecretary Jesus L.R. Mateo, Office of the Undersecretary for Planning, and Human Resource and Organizational Development, entitled: "Issuance of the Electronic-Individual Performance Commitment and Review Form (e-IPCRF) and Electronic-Self Assessment Tool (e-SAT) Consolidation Tool for School Year 2020-2021", contents of which are self-explanatory for the information and guidance of all concerned.
2. Immediate dissemination of and compliance with this Memorandum are desired.

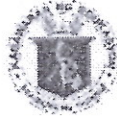
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Director IV  
Regional Director

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



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Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM  
DM-PHROD-2021-0498

TO : Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :   
JESUS L.R. MATEO  
Undersecretary for Planning and Human Resource and  
Organizational Development

SUBJECT : Issuance of the Electronic - Individual Performance  
Commitment and Review Form (e-IPCRF) and Electronic - Self  
Assessment Tool (e-SAT) Consolidation Tool for School Year  
2020-2021

DATE : 17 June 2021

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The Bureau of Human Resource and Organizational Development - Human Resource and Development Division (BHROD-HRDD), with the assistance of our Information and Communications Technology (ICT) experts from the field, have developed the electronic - Individual Performance Commitment and Review Form (e-IPCRF) and electronic - Self-Assessment Tool (e-SAT) Consolidation Tool for School Year (SY) 2020-2021 which was modified to complement the changes in the RPMS Tools of Proficient and Highly Proficient Teachers. These electronic tools shall be used by teaching personnel to accomplish and submit their IPCRFs for SY 2020-2021.

In relation to this, attached are the Guide on the Use of the e-IPCRF for SY 2020-2021 (*see Annex A*) and the Guide on the use of the e-SAT Consolidation Tool for SY 2020-2021 (*see Annex B*). The said electronic tools can be accessed and downloaded through this link: [bit.ly/RPMSPPST20202021](http://bit.ly/RPMSPPST20202021).

Further, may we remind and direct all field personnel to refrain from using and distributing unauthorized tools/versions of the SY 2020-2021 e-IPCRF and/or e-SAT Consolidation Tool

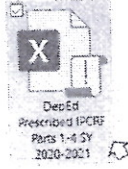
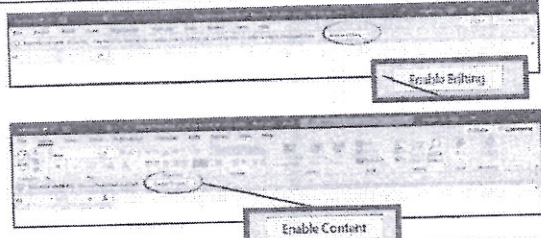
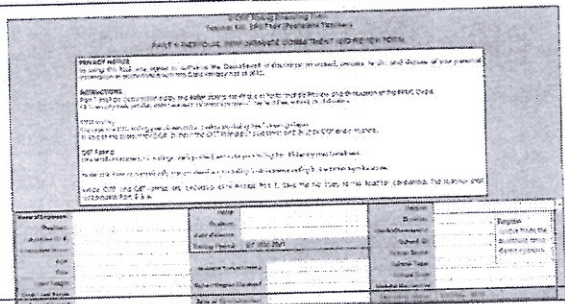
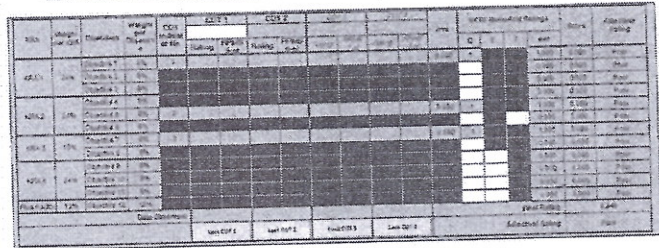
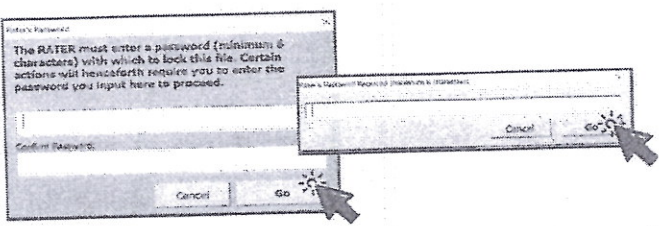
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which circulated in various online platforms prior to the issuance of this memorandum. Continued use of these tools will result in incompatibility with the official version issued by the Central Office, specifically, issues such as errors in the data collection of e-IPCRF results and consolidation of e-SAT results. In cases where a field personnel were able to complete the accomplishment of their e-IPCRFs or e-SAT Consolidation Tool, the said personnel must transfer the information from these unauthorized tools to the prescribed tools/version issued by this Office.

For any questions or clarifications, you may contact BHROD-HRDD at telephone no. (02) 8470-6630 or email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your information and guidance.

**Annex A**  
**GUIDE ON THE USE OF THE E-IPCRF TOOL FOR SY 2020-2021**  
 Attachment to DM-PHROD-2021-\_\_\_\_\_

<p>1. <b>Open the "DepEd Prescribed IPCRF Parts 1-4 SY 2020-2021" MS Excel file.</b></p>	
<p>2. <b>Enable Macros.</b> Click "Enable Editing" and "Enable Content." Note that the process of enabling "Macros" may differ in different versions of MS Excel.</p>	
<p>3. <b>In the Encoding tab, accomplish Part 1 starting with the field for teacher, division, and school information.</b></p> <ul style="list-style-type: none"> <li>• Read the instructions carefully.</li> <li>• Enter the needed information by either typing it in the empty cells or by clicking the dropdown arrow and selecting the demographic information applicable to you.</li> </ul>	
<p>4. <b>Continue accomplishing Part 1 appropriate to your position in the Encoding tab.</b></p> <ul style="list-style-type: none"> <li>• Encode the COT rating per observation period by doing the ff steps:             <ul style="list-style-type: none"> <li>○ Select the subject (or the discipline related to your subject) for COT.</li> <li>○ Input the COT rating per objective.</li> <li>○ Encode date of observation.</li> <li>○ Click "Lock COT" button once finished.</li> <li>○ Provide a single password for COT 1-2 to protect your data.</li> </ul> </li> </ul> <p><b>ADDITIONAL REMINDERS:</b></p> <ul style="list-style-type: none"> <li>• There are only two (2) Classroom Observations for SY 2020-2021. Hence, Ratees should only submit two (2) Classroom Observation</li> </ul>	  <p><b>In case no COT2, click the "No 2<sup>nd</sup> COT with valid reason" in the dropdown menu:</b></p>



- protect your data.
- Click "OK."

**NOTE:** Click Finalize Part 2 to save your data. You can now proceed to the preparation of the Part IV Development Plan, based on the results of Part 1 and Part 2 of the IPCRF.

**Success**  
Your data has been saved.

**NOTE:** Click Finalize Part 2 to save your data. You can now proceed to the preparation of the Part IV Development Plan, based on the results of Part 1 and Part 2 of the IPCRF.

- 7. View IPCRF Part 1-3 Sheets.**  
After Step 6, the results of all encoding done in the Encoding Tab appear in Parts 1-3 sheets. Check on all contents of these sheets. These sheets are protected from any editing.

IPCRF	IPCRF	IPCRF	IPCRF	IPCRF	TO BE FILLED OUT DURING PLANNING				TO BE FILLED OUT DURING EXECUTION	
					Developing	Implementing	Monitoring	Evaluating	Actual Results	Rating
Basic Education Services	1. General Strategy and Planning	2. Detailed Strategy and Planning	3. Detailed Strategy and Planning	4. Detailed Strategy and Planning	1. Detailed Strategy and Planning	2. Detailed Strategy and Planning	3. Detailed Strategy and Planning	4. Detailed Strategy and Planning	5. Detailed Strategy and Planning	6. Detailed Strategy and Planning

PART 1 - COMMITMENTS	
1. Develop a clear vision and mission statement for the school district and for each school.	4
2. Develop a clear vision and mission statement for the school district and for each school.	5
3. Develop a clear vision and mission statement for the school district and for each school.	2
4. Develop a clear vision and mission statement for the school district and for each school.	3
5. Develop a clear vision and mission statement for the school district and for each school.	5

**PART III: SUMMARY OF RATINGS FOR DISCUSSION**

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Avg	Score	Ministry Rating	
				0	2	1				
KRA 1	24%	Objective 1	8%	5			5.000	0.400	Outstanding	
		Objective 2	8%	4			4.000	0.320	Very Satisfactory	
		Objective 3	8%	4			4.000	0.320	Very Satisfactory	
KRA 2	24%	Objective 4	8%	4			4.000	0.320	Very Satisfactory	
		Objective 5	8%	5			5.000	0.400	Outstanding	
KRA 3	16%	Objective 6	8%	5		5	5.000	0.400	Outstanding	
		Objective 7	8%	5			5.000	0.400	Outstanding	
KRA 4	24%	Objective 8	8%	5			5.000	0.400	Outstanding	
		Objective 9	8%	5	5		5.000	0.400	Outstanding	
KRA 4	24%	Objective 10	8%	5	5		5.000	0.400	Outstanding	
		Objective 11	8%	5	5		5.000	0.400	Outstanding	
Plus Factor	12%	Objective 12	12%	5	5		5.000	0.600	Outstanding	
<b>FINAL PERFORMANCE RESULTS</b>		Accomplishment of KRAs and Objectives					<b>Final Rating</b>		4.733	Outstanding

- 8. Update your Development Plan in the Part 4 Sheet.** This sheet is not protected from any editing. You may add rows if necessary.
- Click "Finalize Part 4" if done.
  - Supply the same password as the one used to finalize Part 2 of the Encoding Tab.
  - Click "Go", then "OK."

**PART IV: DEVELOPMENT PLAN**

NOTE: This sheet will be automatically updated. Please do not change any data entered. Based on the results of Part 3 and Part 4, the Performance Appraisal and Coaching, based on the agreement on the Performance Plan and Coaching Form, and the Final Review Form will be generated. The results of the Performance Appraisal and Coaching Form will be used to generate the Final Review Form. The user can modify the data in the Final Review Form, but cannot modify the data in the Performance Appraisal and Coaching Form.

Strategic Direction/Initiative	Developmental Objectives/Performance Indicators	Timeline	Resource Required

**NOTE:** When all parts of the IPCRF are accomplished, the Ratee must submit the file copy of his or her IPCRF electronic form to the Department Head or School Head for the school-wide consolidation. He or she must print all the pages of this form and submit to the Personnel Division of the school to be attached to his or her 201 personnel file.

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Part 4 has been locked and finalized.

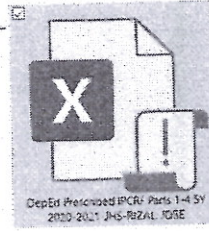
- 9. Print Parts 1-4.** "Click "Print Parts 1-4"
- The teacher must ensure his/her computer is connected to the printer using the File and Print Option in MS Excel.
  - He/she must print all the pages of this form, complete all requires signatures, and submit to the Personnel Division of the school to be attached to his/her 201 personnel file.

**NOTE:** When all parts of the IPCRF are accomplished, the Ratee must submit the file copy of his or her IPCRF electronic form to the Department Head or School Head for the school-wide consolidation. He or she must print all the pages of this form and submit to the Personnel Division of the school to be attached to his or her 201 personnel file.

- 10. Submit the soft copy of the IPCRF electronic form to your Rater or School Head for the**

**school-wide consolidation.**

- Use the following format in naming the file:  
DepEd Prescribed IPCRF Parts 1-4 SY 2020-2021 [Level]-[Teachers Surname]-[First Name]



**Annex B**  
**GUIDE ON THE USE OF THE E-SAT TOOL FOR SY 2020-2021**  
*Attachment to DM-PHROD-2021-\_\_\_\_\_*

**A. The Self-Assessment Tool (SAT)-RPMS**

- Comprise of the **self-assessment questionnaires within the RPMS** designed for teachers and master teachers.
- Can be used as a starting point for informal purposes of self-reflection to **clarify performance expectations and determine which competencies to focus on**
- Guide discussions about **goal-setting and professional development needs**

There are two SAT-RPMS tools:

- 1) **SAT-RPMS for Teacher I-III (Proficient Teachers)** and
- 2) **SAT-RPMS for Master Teacher I-IV (Highly Proficient Teachers)**





**B. The Electronic Self-Assessment Tool (e-SAT)**

- The e-SAT is an **electronic version of the Self-Assessment Tool** for RPMS.
- It is a self-assessment tool that **helps teachers reflect** on the different objectives related to their professional work.
- The tool supports schools in analyzing school-wide SAT data of teachers to **help plan for teachers' professional development**.
- The self-assessment results will **guide teachers on which RPMS objectives they must improve and the areas where they need coaching and mentoring**.

**C. The Roles and Responsibilities of Key Personnel for e-SAT of SY 2020-2021**

Teachers	ICT Personnel/ Department Heads	School Heads	SGOD-HRDS
Opening of e-SAT	Collecting e-SAT data	Generating summary results of e-SAT data	Generating summary results of e-SAT data
Answering e-SAT	Generating summary results of e-SAT data	Analyzing summary results of e-SAT data	Analyzing summary results of e-SAT data
		Submitting the school summary results to SDO	

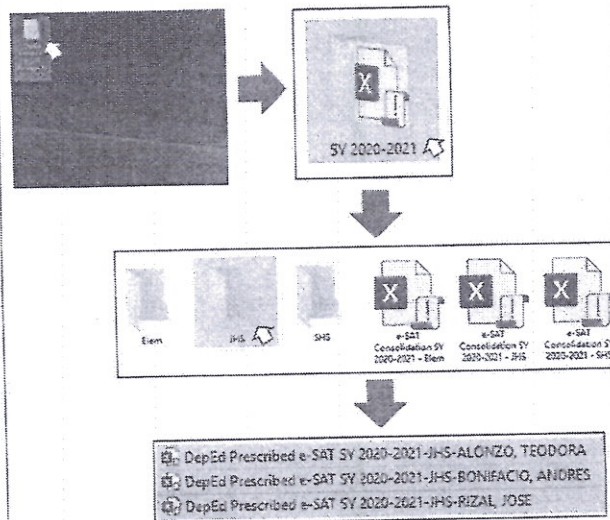
D.

Personnel	Roles and Responsibilities
 <b>Teachers</b>	<ul style="list-style-type: none"> <li>Take the e-SAT and answer it with utmost honesty.</li> <li>Print the results of the e-SAT and keep record of the printout.</li> <li>Submit the soft copy of the e-SAT file to Department Head/ ICT Coordinator/School Head.</li> <li>Prepare the IPCRF-Development Plan based on the e-SAT and discuss it with the School Head to come up with a final Development Plan</li> </ul>
 <b>School ICT Coordinators/ Department Heads</b>	<p>Assist the School Head in the following:</p> <ul style="list-style-type: none"> <li>Opening the e-SAT Survey file</li> <li>Collecting e-SAT Survey files of all teachers</li> <li>Generating summary results of teachers' self-assessment</li> <li>Submitting school-wide e-SAT data to the Schools Division Office (SDO)</li> </ul>
 <b>School Heads</b>	<p>With the assistance of the School ICT Coordinator/Department Head:</p> <ul style="list-style-type: none"> <li>Facilitate the administration of e-SAT</li> <li>Generate summary results of teachers' self-assessment</li> <li>Analyze and utilize the results of teachers' self-assessment in designing development programs and activities for teachers at the school level</li> <li>Discuss with the teacher in the finalization of their IPCRF-Development Plan</li> <li>Submit the consolidated school-wide e-SAT data and School Development Plan to the SDO</li> </ul>
 <b>SGOD-HRDS Personnel</b>	<ul style="list-style-type: none"> <li>Collect summary results of all schools in the division</li> <li>Generate division level summary results of teachers' self-assessment</li> <li>Analyze and utilize the results of teachers' self-assessment in designing development programs and activities for teachers at the division level</li> </ul>

### Generating the Summary Results of the e-SAT Data

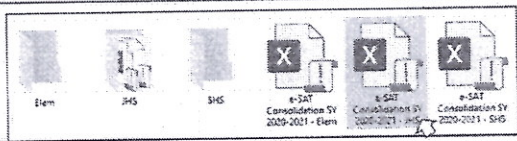
- Copy all e-SAT files to the corresponding sub-folder (appropriate grade level) of the Consolidation folder in the e-SAT Package main folder.
  - Go to Downloads and open the "DepEd Prescribed e-SAT Package SY 2020-2021" folder and double-click the e-SAT Package folder to open it. Inside, you will see one subfolder: SY 2020-2021.
  - Double-click this folder and open the folder appropriate to the grade level of the e-SAT files that you will consolidate.
  - Paste all the e-SAT files in that appropriate folder.

**Note:**  
For school level, copy the individual e-SAT files of teachers.

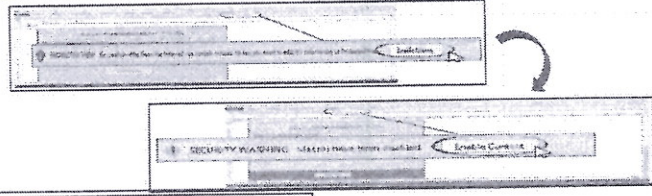


For *division level*, copy the school consolidated e-SAT files.

2. Open the Consolidation file appropriate to the grade level of the files that you will consolidate.

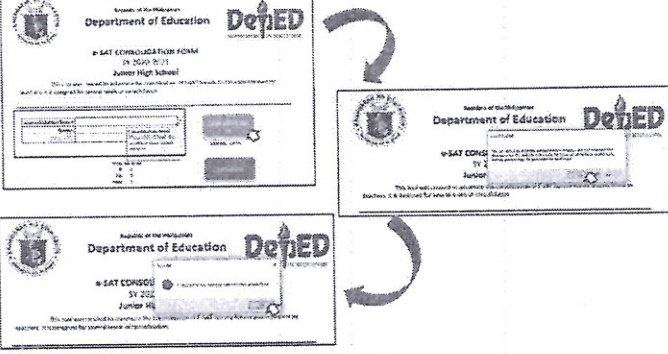


3. Enable Macros. Click "Enable Editing" and "Enable Content." Note that the process of enabling "Macros" may differ in different versions of MS Excel.



4. Accomplish information fields.

- Enter the needed information by either typing it in the empty cells (white) or by clicking the drop-down arrow and selecting the information applicable to you.
- Click "Consolidate." A dialog box will appear. Click "Yes." Another dialog box will appear, click OK.



*Note:*  
For school ICT personnel/department head/school head, select **"School"** in the Consolidation Level dropdown option.

For SGOD-HRDS Division personnel, select **"Division"** in the Consolidation Level dropdown option.

5. View the results. The summary results will be reflected on the succeeding sheets.

Grade	SHS	SHS	SHS
Grade 10	1	1	1
Grade 11	1	1	1
Grade 12	1	1	1
Total	3	3	3

Grade	Number of Schools	Jurisdiction	Year
Grade 10	1	SHS	2020-2021
Grade 11	1	SHS	2020-2021
Grade 12	1	SHS	2020-2021
Total	3	SHS	2020-2021

Grade	Subject	Number of Schools	Year
Grade 10	Mathematics	1	2020-2021
Grade 10	Science	1	2020-2021
Grade 10	English	1	2020-2021
Grade 10	Arts	1	2020-2021
Grade 10	Physical Education	1	2020-2021
Grade 10	Health	1	2020-2021
Grade 10	Information Technology	1	2020-2021
Grade 10	Other	1	2020-2021
Grade 10	Total	8	2020-2021

6. Go back to the Start Here page and Click Finalize to protect your data. A pop-up window will appear that will prompt you to provide a password to further protect your data. Click "Finalize."

7. You may print the summary results as reflected in the sheets.

*Note:*  
 For school ICT personnel/department head/school head, submit the consolidated school-wide e-SAT data to the SDO.

For SGOD-HRDS Division personnel, collect the summary results of all schools in the division and conduct a division-level analysis of the self-assessment results. These shall be used as input in the development of division-wide programs/activities for teachers.

8. Rename the generated summary reports file.  
 e.g.,  
**For School level**  
 e-SAT Consolidation SY 2020-2021 - JHS - **School ID**

**For Division level**  
 e-SAT Consolidation SY 2020-2021 - JHS - **SDO Name**